



Portal Advanced User Guide Accessing Judicial Records 07/15/2026

Portal

SECTION	PAGE
Introduction	3
Terminology	6
Case Number Format	7
Accessing Portal	8
My Cases	13
Elevated Access	14
Smart Search	17
Advanced Filtering	21
Wildcard	38
Register of Actions	41
Judgment Search	44
Make Payments	51
Make Payments Troubleshooting	59
Search Hearings	60

JUSTICE FOR ALL



The North Carolina Judicial branch is committed to providing Justice For All citizens of North Carolina. While Portal provides public access to most cases in Enterprise Justice.

Please note the following:

Categories of records classified as confidential or sealed cannot be accessed via Portal, including:

- Court records sealed by judicial order
- Pre-Birth Determinations

Some categories of records are classified as restricted to the public and require Elevated Access to view in Portal:

- Criminal Warrants Unreturned
- Juvenile case records
- Protective Order Records
 - Non-Domestic Restraining Orders Filed by Agency
 - Non-Domestic Restraining Orders Filed by Other
 - Domestic Violence Protection Orders
- Special Proceeding Confidential for Name Change, Involuntary Commitment, and Other

INTRODUCTION

NOTES

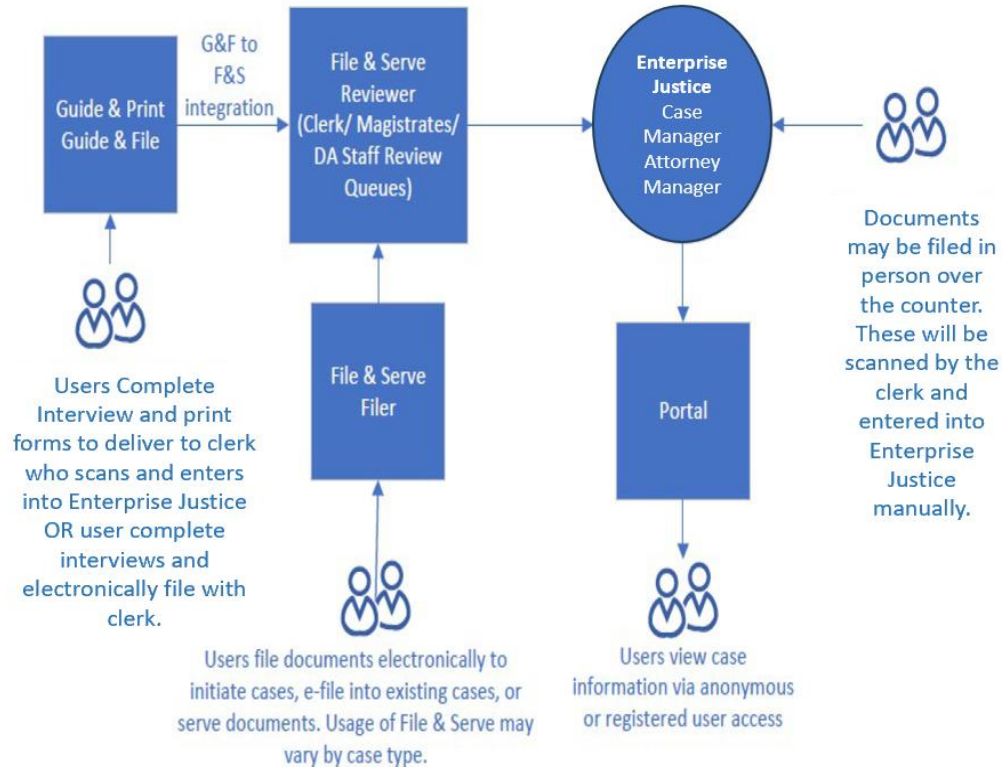
Portal, a Tyler Technologies product, is designed for users to view court calendars, information, records, pay fees and fines online, and judgment information, indexed in accordance with North Carolina General Statute § 7A-109(b).

Purpose of This Guide:

- Assist the general public and registered users in accessing court information with step-by-step guidance, particularly when accessing Portal outside of a courthouse terminal.

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

INTRODUCTION



NOTES

- **Portal** is part of the North Carolina system; which is a package of new software applications and improvements that will transition the court system from paper to digital records.
- Portal is a window into Enterprise Justice and can only be used to **VIEW** court records.

TERMINOLOGY

Portal:	The system that replaced all the legacy systems and allows users to view information via the internet, 24/7, 365.
Portlets:	Sections on the Portal home page that allow the user to access Portal features.
Case Summary aka Register of Actions:	A summary of public docket entries in public case types based upon the clerk's official record.
Wild Card:	Wild cards take the place of one or more characters in a search term.
Index:	A brief snapshot of a Judgment.
File & Serve:	Assists users in filing and serving legal documents; this system is separate from Portal
Anonymous Users:	Users who have NOT logged into Portal. Portal is available for all users and does not require anyone to Register, request Elevated Access or even log-in.
Registered Users:	Users who have created an account in order to be able to save case information.
Elevated Access:	An extra level of access which users must request and be granted by the AOC Portal Team, to be able to access information on Portal which may be otherwise statutorily restricted.
Restricted Information:	Specific data and documents that cannot be made public and/or available via the internet, per statute.
Restricted Case Types:	Case types that are statutorily protected from being available publicly.
Personally Identifiable Information (PII):	Information that is considered private and must be restricted.

NOTES:

Case Numbers in Enterprise Justice

Case numbers in Enterprise Justice are broken into four parts; year, case type, case number, and county identifier.

Example Case Number

21CR000007-910

YEAR	CASE TYPE	SEQUENCE NUMBER	COUNTY IDENTIFIER
------	--------------	--------------------	----------------------

YEAR

The first two numbers signify the year in which the case was filed.

CASE TYPE

The two letters signify the case type. See exceptions under Notes.

SEQUENCE NUMBER

The six-digit sequence of numbers signifies the sequential order of the case.

COUNTY IDENTIFIER

The hyphen plus the last three numbers is the county identifier: [N.C. Courts County Codes](#)

NOTES

These legacy case types were converted “as is” and contain a three-letter reference:

- Civil General ‘CVD’
- Civil Magistrate ‘CVM’
- Civil Superior ‘CVS’

These legacy case types were converted “as is” and contain a one-letter reference and will REMAIN a one letter case type in Enterprise Justice:

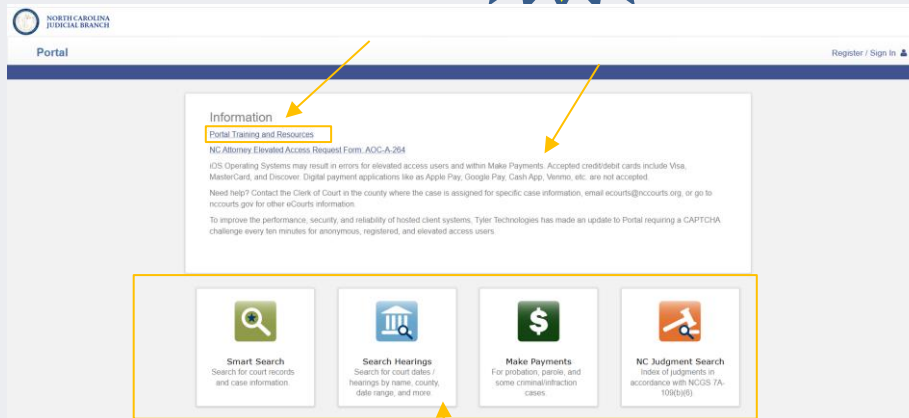
- Civil Transcript ‘T’
- Miscellaneous Civil Judgments ‘M’
- Registration ‘R’
- Estates ‘E’

ACCESSING PORTAL

Steps for Accessing Portal

Step 1 Click on the link, <https://portal-nc.tylertech.cloud/Portal/> or **Scan the QR Code**

Step 2 The Portal Home Screen will Display as shown below:



Portlets



DON'T STAND IN LINE
GO ONLINE

Portal can be accessed
with most phones,
tablets, and mobile
devices.

Scan the QR Code



REGISTERING IN PORTAL

(Not required for attorney users)

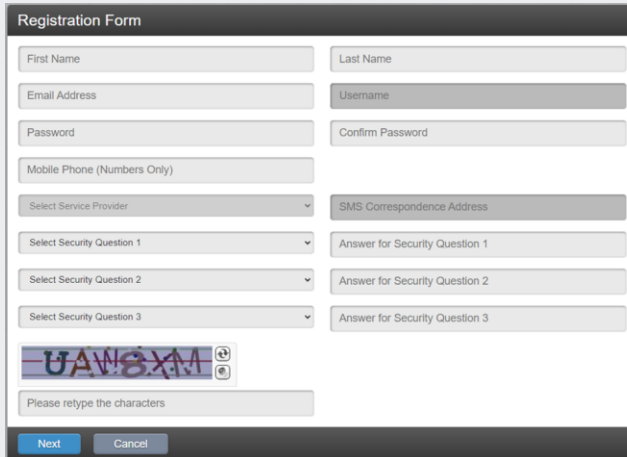
Steps for Registering in Portal

Step 1

On the [Portal Home Page](#) click [Register / Sign In](#) and choose Register.

Step 2

Complete the Registration Form



The screenshot shows a 'Registration Form' with the following fields and options:

- First Name (text input)
- Last Name (text input)
- Email Address (text input)
- Username (text input)
- Password (text input)
- Confirm Password (text input)
- Mobile Phone (Numbers Only) (text input)
- Select Service Provider (dropdown menu)
- SMS Correspondence Address (text input)
- Select Security Question 1 (dropdown menu)
- Answer for Security Question 1 (text input)
- Select Security Question 2 (dropdown menu)
- Answer for Security Question 2 (text input)
- Select Security Question 3 (dropdown menu)
- Answer for Security Question 3 (text input)
- A CAPTCHA image showing the characters 'UAW8XM'.
- Please retype the characters (text input)
- Next (button)
- Cancel (button)

NOTES:

- **Portal can be used without registering (anonymous user)**
- Users can Register to create personal account
- Users can request Elevated Access to view additional information as entitled by statute
- Registered and Elevated Access users will have a My Cases portlet where they can save cases of interest

REGISTERING IN PORTAL

(Not required for attorney users)

Continued

Steps for Registering in Portal

NOTES:

Step 4

Registration Complete

You must verify your email address before you can log in. A verification link was sent to ncecourtsportal+1@gmail.com. To verify your account, click in the link provided in your email.

Didn't get an email? [Resend Verification](#)

Finish

Check your email account for a message from No_Reply@tylerhost.net, and click link to complete activate your account.

Step 5

No Reply: Confirm Your Email Inbox x

No_Reply@tylerhost.net
to ncecourtsportal+1 ▾

Mary-Test Active-eWarrants,

Your registration request has been received. Please visit the [eCourts Portal](#) site to activate your account.

The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration.

If you have received this email in error, please disregard.

↩ Reply ↩ Reply all ➡ Forward

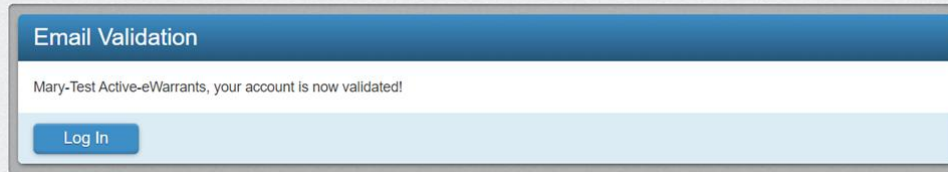
SIGNING INTO PORTAL

Completing the Registration Process

Completing Portal Registration

Once you have validated your account Click the Log In button to complete your registration.

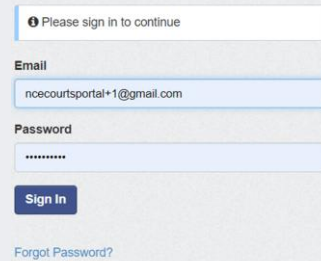
Step 1



The screenshot shows a blue header with the text "Email Validation". Below the header, a message states: "Mary-Test Active-eWarrants, your account is now validated!". At the bottom of the screen is a light blue button labeled "Log In".

Enter the email address you Registered with > enter your password > click **Sign In**

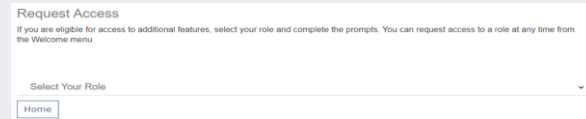
Step 2



The screenshot shows a sign-in form. At the top is a message: "Please sign in to continue". Below this are two input fields: "Email" with the value "ncecourtsportal+1@gmail.com" and "Password" with masked characters "*****". A dark blue "Sign In" button is positioned below the password field. At the bottom left, there is a link that says "Forgot Password?".

If elevated access is needed, select your role and complete the prompts. Otherwise, click the Home button.

Step 3



The screenshot shows a "Request Access" screen. The header text reads: "Request Access". Below it, a message states: "If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu." There is a dropdown menu labeled "Select Your Role" with a downward arrow. Below the dropdown is a button labeled "Home".

NOTES:

- **Portal can be used without signing in (anonymous user)**
- Users **MUST** log into Portal to complete the registration process
- Users can request Elevated Access to view additional information as entitled by statute

SIGNING INTO PORTAL

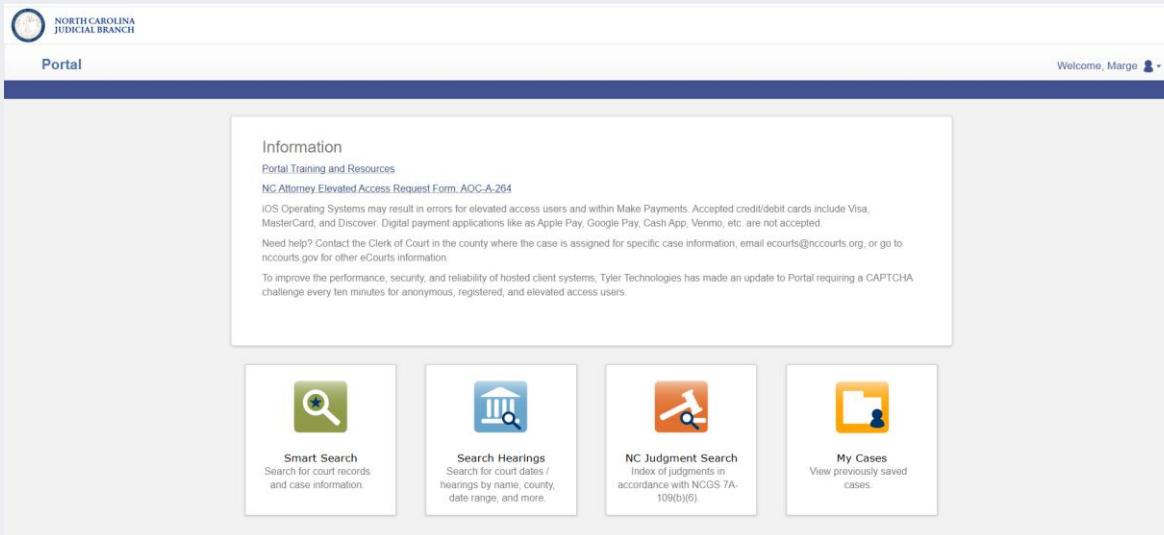
Accessing Your Account

Signing into Portal

- Step 1** On the Portal Home Page, click [Register / Sign In](#)  and choose Sign In
- Step 2** Enter the email address you Registered with > enter your password > click **Sign In**
- Step 3** Below is a diagram of the dashboard, for Registered and Elevated access users, with the different areas labeled which are used throughout this training material.

NOTES:

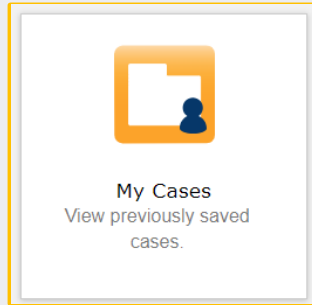
- **Portal can be used without signing in (anonymous user)**
- Registered and Elevated Access users will have a My Cases portlet where they can save cases of interest



MY CASES

Steps for the My Cases Portlet

Step 1 Click the My Cases Portlet on the Portal Home Page



Non-Attorney Users will have one (1) tab for Added Cases. Attorney Users will have three (3) tabs: Added Cases, Attorney of Record Cases, and Juvenile Records Cases

Step 2



My Cases

Added Cases Attorney of Record Cases Juvenile Records

NOTES:

- **Added Cases** – Public Record cases manually added by User
- **Attorney of Record Cases** – Automatically populates based on ACTIVE attorney of record as listed in Enterprise Justice (including juvenile cases); regardless of the active/inactive case status
- **Juvenile Cases** – Automatically populates based on ACTIVE attorney's representing juveniles in Juvenile Delinquency (JB) court proceedings
- If errors occur when accessing cases or opening case documents for cases located in the My Cases portlet, use Smart Search to manually search for the case, Open the Case Summary and Click the Add to My Cases link to resolve the errors

ELEVATES ACCESS

The following links provide detailed information on available Elevated Access Roles:

[Elevated Access Roles](#)

[Domestic Violence Agency Elevated Access FAQs](#)

[Government Agency Elevated Access FAQs](#)

NOTES:

- **Portal can be used without signing in (anonymous user)**
- Registered and Elevated Access users will have a My Cases portlet where they can save cases of interest

ELEVATES ACCESS

Non-Attorney

Reasons for Non-Attorney Elevated Access denial:

Active eWarrants User Only:

- Requester must register and request Elevated Access with his/her federal, state, or law enforcement email address (UPN is not an email address).
- Requestor must have an ACTIVE eWarrants User ID. Contact your Agency eWarrants Administrator for resolution before submitting a new request.
- The Agency may not be an authorized user of eWarrants or your identity cannot be verified. Contact your Agency eWarrants Administrator for resolution before submitting a new request.

Active eWarrants User and Other Non-Attorney Users:

- Requestor is not listed as an Active Party or Participant on the case provided.
 - Requestor must register and request elevated access with the email issued by his/her federal, state or local government employer.
-

NOTES:

- **Portal can be used without signing in (anonymous user)**
- Registered and Elevated Access users will have a My Cases portlet where they can save cases of interest

ELEVATES ACCESS

Attorney

Reasons for Attorney Elevated Access denial:

- [AOC-A-264 Form](#) was not included on the File & Serve submission.
 - [AOC-A-264 Form](#) was not completed/signed and/or was completed incorrectly.
 - Filing attorney has already been granted Elevated Access. Additional questions may be submitted to ecourts@nccourts.org.
 - Only one Elevated Access request can be accepted per filing. Please re-submit filings individually.
 - There was an error on your filing; resubmit.
 - Filing attorney has initiated the Portal Registration process and must complete the process, including logging into Portal, prior to resubmitting a completed AOC-A-264.
-

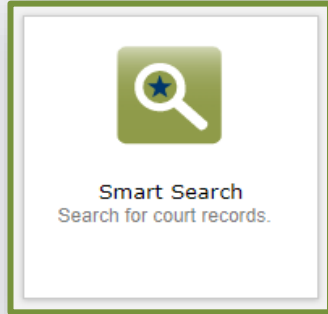
NOTES:

- Attorney users will be notified via File & Serve

SMART SEARCH – BASIC SEARCH

Steps for using Smart Search

Step 1 Click the Smart Search Portlet on the Portal Home Page



Step 2 To begin searching for court records, use Smart Search to enter a case number or a person's name (last, first)

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

[Advanced Filtering Options](#) -

NOTES:

- Smart Search is for **ALL** Enterprise Justice records except as prohibited or restricted by statute or law.

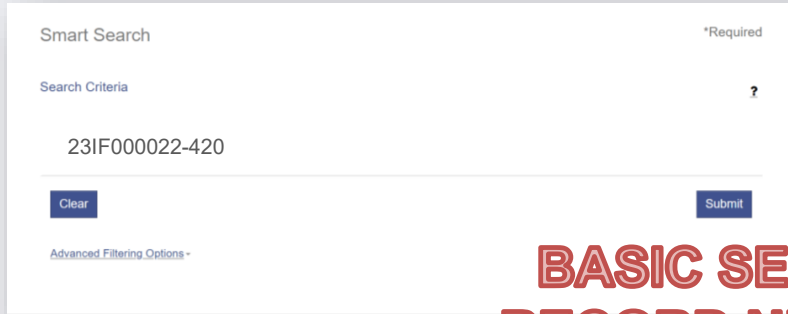
Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.

SMART SEARCH

Basic Number Search

Continued steps for using Smarch Search

Step 3 Click Submit



Smart Search *Required

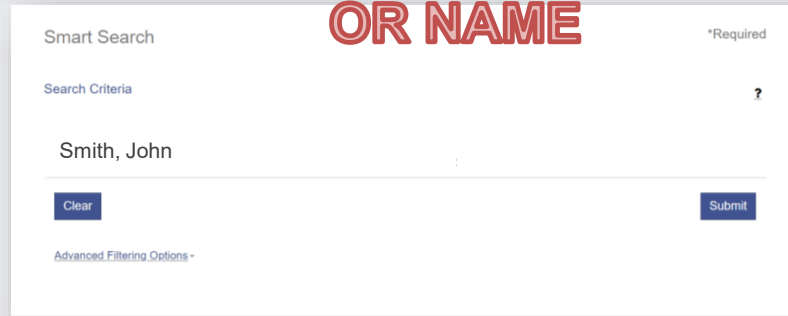
Search Criteria ?

23IF000022-420

[Clear](#) [Submit](#)

[Advanced Filtering Options -](#)

BASIC SEARCH RECORD NUMBER OR NAME



Smart Search *Required

Search Criteria ?

Smith, John

[Clear](#) [Submit](#)

[Advanced Filtering Options -](#)

NOTES:

- Smart Search is for **ALL** Enterprise Justice records except as prohibited or restricted by statute or law.

Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.

SMART SEARCH

Search Results

Continued steps for using Smart Search

NOTES:

Step 4 Select a Case Number from the results returned to display the Register of Actions.

Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
23IF000022-420	FISCIAL, ARTIE	Pending	Harnett District Court	FISCIAL, ARTIE	Defendant

Party Search Results

The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

Name Date of Birth

SMITH, JOHN

Cases (1)

Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
18CVD002074-420	HARNETT CO OBO VS JOHN SMITH	Disposed - Final Judgment No Trial	Harnett District Court	SMITH, JOHN	Defendant

SMITH, JOHN

Current Address:
985 ABATTOIR ROAD
COATS, NC 27521

Cases (1)

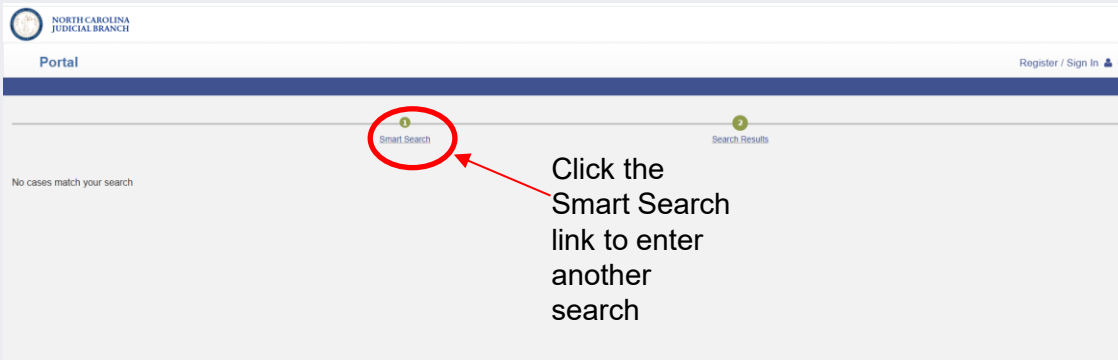
Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
18CVD002298-420	DISCOVER BANK VS JOHN SMITH	Disposed - Clerk of Superior Court	Harnett District Court	SMITH, JOHN	Defendant

- The maximum results returned is 200
- If the warning message, "200 results were returned," then use the Advanced Filtering Options to narrow search results
- Case number results are specific and return only records with that case number
- Name searches typically return a greater number of records

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

SMART SEARCH – BASIC SEARCH



Please contact the Clerk of Superior Court's Office in the county where your case resides. Their contact information can be found at: [Contact | North Carolina Judicial Branch \(nccourts.gov\)](#).

NOTES:

- If "No cases match your search" displays:
 - Confirm the case number/name entered is correct
 - Confirm the case number/name entered is in the correct format
 - The record may not exist
 - The record may be a Restricted case type
 - Contact the clerk of court for additional information

Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.

SMART SEARCH – ADVANCED FILTERING OPTIONS

Steps for using Advanced Filtering Options

Step 1 Enter your basic Search Criteria

Smart Search *Required

Search Criteria ?

Smith, John

[Clear](#) [Submit](#)

[Advanced Filtering Options](#)

Step 2 Click on the Advanced Filter Options dropdown

Smart Search *Required

Search Criteria ?

* Smith, John

[Clear](#) [Submit](#)

[Advanced Filtering Options](#)

[Advanced Filtering Options](#)

NOTES:

- Advanced Filtering Options allow you to filter by the Search Criteria. They cannot be used alone to complete a Search

SMART SEARCH – ADVANCED FILTERING OPTIONS

Selecting Criteria

Continued steps for using Advanced Filtering Options

Step 3 Select your Advanced Filtering Search Criteria Options

General Options

Filter by Location

☒ All Locations

☐ Harnett County

☐ Johnston County

☐ Lee County

Filter by Search Type

Smart Search

Include

☒ Cases

Case Search Criteria

Filter by Case Type

Filter by Case Status

Filter by File Date Start

Party Search Criteria

Search by

☒ Party Name

☐ Nickname

☐ Sounds Like

☐ Business Name

Filter by Date of Birth From

Filter by Date of Birth To

Filter by Gender

Filter by Ethnicity

Filter by FBI Number

Filter by SO Number


**Bail bondsmen are
listed as Businesses in
Enterprise Justice.**

NOTES:

- Advance Filtering Options allow results to be filtered (or narrowed) by any one or combination of the following:
 - Search Type (Case Number, Business Name, Citation Number, etc.)
 - Location
 - Party Search Criteria section, includes Date of Birth
 - Case Search Criteria
- Smart Search defaults to Case Number or Party Name. Selecting the Party Name Search, from Advanced Filtering Options is **NOT RECOMMENDED!** It will limit search results and does not support the use of the wild card.

SMART SEARCH – ADVANCED FILTERING OPTIONS

Date of Birth

Continued steps for using Advanced Filtering Options

NOTES:

Step 4 Enter the exact Date of Birth or a range of dates if the exact Date of Birth is unknown

Party Search Criteria

Search by

☒ Party Name ☐ Business Name

☐ Nickname

☐ Sounds Like

Filter by Date of Birth From 06/30/1970

Filter by Date of Birth To 06/30/1970

Filter by Date of Birth From

06/30/1970

Filter by Date of Birth To

06/30/1970

Step 5 Scroll down and click Submit

Submit

SMART SEARCH – ADVANCED FILTERING OPTIONS

Results when using Name and Date of Birth

Continued steps for using Advanced Filtering Options

Step 6

Search Results will display based on entered Name and Date of Birth

NOTES:

- The month and day of the Date of Birth is masked by "xx/xx" to protect the individual's privacy, but the year displays to help narrow search returns
- Elevated Access is required to see the entire, unmasked Date of Birth

Party Search Results

Name ▼ Date of Birth

▼ SMITH, JOHN BLAIR XX/XX/1970

Race
White

Gender
Male

Cases

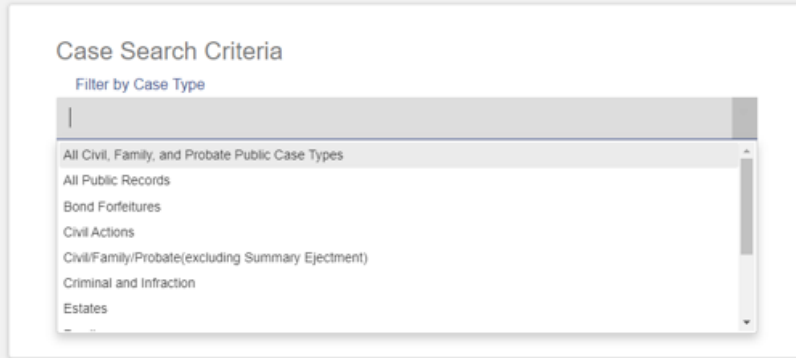
Case Number	Style / Defendant	Status	Location	Party Name
20CR713175-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR
17CR748480-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR
02CR046021-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR
00CR048571-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR

SMART SEARCH – ADVANCED FILTERING OPTIONS

Case Type and Case Status

Continued steps for using Advanced Filtering Options

Step 7 Select a Case Type from the Filter by Case Type Drop Down



Case Search Criteria

Filter by Case Type

All Civil, Family, and Probate Public Case Types

All Public Records

Bond Forfeitures

Civil Actions

Civil/Family/Probate(excluding Summary Ejectment)

Criminal and Infraction

Estates



The Case Type filter can be used to find cases indexed according to NCGS § 7A-109(b).

Step 8 Based on the selected Case Type, select the appropriate Case Status



Case Search Criteria

Filter by Case Type

Special Proceeding (non-confidential)

Filter by Case Status

Disposed - Clerk of Superior Court

Disposed

Disposed - Clerk of Superior Court

Disposed - Discontinued

Disposed - Dismissal on Order of the Court

Disposed - Final Judgment No Trial

Disposed - Other

Disposed - Post Disposition Activity



Selecting a Case Status, which is not applicable to the Case Type, will lead to incomplete search results.

NOTES:

- Filtering by Case Type does NOT narrow the Case Status selections
- A crosswalk list of Case Status by Case Type follows on slides 26-35

SMART SEARCH – ADVANCED FILTERING OPTIONS

Civil Case Statuses

Case Status Civil Actions

1

Choose Case Type

Bond Forfeiture
Civil Foreclosure (CV)
Civil Foreclosure (M)
Civil General
Civil Magistrate
Confession of Judgment
Non-Domestic Restraining Orders
Summary Ejectment

2

Choose Case Status

Adjudicated Incompetent
Appealed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Incompetent to Stand Trial (Incapable to Proceed)
Inpatient Involuntarily Committed
Not Guilty by Reason of Insanity
Outpatient Commitment Dangerous
Pending
Removal of Mental Health Bar
Reopened
Small Claims Appeal
Stayed
Substance Abuse Commitment
Transfer of SPC file
Transfer to Another County
Transferred to Superior Court
Trial De Novo
Unserved
SPC Index Conversion



SMART SEARCH – ADVANCED FILTERING OPTIONS

Civil Case Statuses

Case Status

Civil Actions Continued

1

Choose Case Type

Civil Domestic with Divorce
Civil Domestic without Claim for Divorce
Domestic Violence Protection Order Filed By Agency
Domestic Violence Protection Order Filed By Other
Miscellaneous Domestic Filings

2

Choose Case Status

Administrative Closure
Appealed
Completed
Disposed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Pending
Remanded
Reopened
Stayed
Transfer to Another County
Transferred to Superior Court
Unserved
Transfer of SPC file
Transfer to Another County
Transferred to Superior Court
Trial De Novo
Unserved

SMART SEARCH – ADVANCED FILTERING OPTIONS

Bond Forfeiture Case Status

Case Status Bond Forfeiture

1

Choose Your Case Type

Bond Forfeitures

2

Choose Case Status

Adjudicated Incompetent
Appealed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Incompetent to Stand Trial (Incapable to Proceed)
Inpatient Involuntarily Committed
Not Guilty by Reason of Insanity
Outpatient Commitment Dangerous
Pending
Removal of Mental Health Bar
Reopened
Small Claims Appeal
Stayed
Substance Abuse Commitment
Transfer of SPC file
Transfer to Another County
Transferred to Superior Court
Trial De Novo
Unserviced
SPC Index Conversion



SMART SEARCH – ADVANCED FILTERING OPTIONS

Criminal and Infraction Case Statuses

Case Status Criminal and Infraction

1

Choose Your Case Type

Criminal

Infraction

Out of State Probation

Out of State Parole



2

Choose Case Status

Appealed – Appellate

Archived

Completed

Disposed

Pending

Pending – Reported to DMV

Pending Expungement

Remanded

Transfer to Another County

Transferred to Superior Court

Voluntarily Dismissed with Leave

SMART SEARCH – ADVANCED FILTERING OPTIONS

Estates Case Status

1

Case Status Estates

2

Choose Case Type

Decedents' Estate – Full Administration

Decedents' Estate – Small Estate

Document / Filing (No Further Action)

Funds Deposited for a Minor / Incapacitated Person

Guardianship - Acceptance of Transfer from Another State

Guardianship - General or Estate

Guardianship – Person

Proceeding For Judicial Relief

Trust - Cemetery Trust

Trust - Testamentary Trust With Accountings Required



Choose Case Status

Active Reopened

Adjudicated Incompetent

Appealed

Closed

Disposed - Clerk of Superior Court

Disposed - Discontinued

Disposed - Dismissal on Order of the Court

Disposed - Final Judgment No Trial

Disposed - Other

Disposed - Post Disposition Activity

Disposed - Trial by Judge

Disposed - Trial by Jury

Disposed - Trial by Magistrate

Disposed - Voluntary Dismissal

Filed

Incompetent to Stand Trial (Incapable to Proceed)

Inpatient Involuntarily Committed

Not Guilty by Reason of Insanity

Outpatient Commitment Dangerous

Pending

Remanded

Removal of Mental Health Bar

Substance Abuse Commitment

Transfer of SPC file

Transfer to Another County

Transferred to Superior Court

Will/Codicil for Safekeeping Withdrawn

SPC Index Conversion

SMART SEARCH – ADVANCED FILTERING OPTIONS

Family Case Statuses

Case Status

Family

2

Choose Case Status

Administrative Closure
Appealed
Completed
Disposed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Pending
Remanded
Reopened
Stayed
Transfer to Another County
Transferred to Superior Court
Unserved

1

Choose Case Type

Civil Domestic with Divorce
Civil Domestic without Claim for Divorce
Miscellaneous Domestic Filings



SMART SEARCH – ADVANCED FILTERING OPTIONS

Registration Case Statuses

Case Status Registration

1

Choose Your Case Type

Registration

2

Choose Case Status

Adjudicated Incompetent
Appealed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Incompetent to Stand Trial (Incapable to Proceed)
Inpatient Involuntarily Committed
Not Guilty by Reason of Insanity
Outpatient Commitment Dangerous
Pending
Removal of Mental Health Bar
Reopened
Small Claims Appeal
Stayed
Substance Abuse Commitment
Transfer of SPC file
Transfer to Another County
Transferred to Superior Court
Trial De Novo
Unserved
SPC Index Conversion

SMART SEARCH – ADVANCED FILTERING OPTIONS

Special Proceeding Case Statuses

Case Status Special Proceeding

1

Choose Case Type
Foreclosure (Special Proceeding)
Incompetency
Name Change
Special Proceeding

2

Choose Case Status

Active Reopened
Adjudicated Incompetent
Appealed
Closed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Filed
Incompetent to Stand Trial (Incapable to Proceed)
Inpatient Involuntarily Committed
Not Guilty by Reason of Insanity
Outpatient Commitment Dangerous
Pending
Remanded
Removal of Mental Health Bar
Substance Abuse Commitment
Transfer of SPC file
Transfer to Another County
Transferred to Superior Court
Will/Codicil for Safekeeping Withdrawn
SPC Index Conversion



SMART SEARCH – ADVANCED FILTERING OPTIONS

Special Proceeding Case Statuses

Case Status
Special Proceeding
Continued

2

Choose Case Status

Administrative Closure
Appealed
Completed
Disposed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Pending
Remanded
Reopened
Stayed
Transfer to Another County
Transferred to Superior Court
Unserviced

1

Choose Case Type

Adoptions



SMART SEARCH – ADVANCED FILTERING OPTIONS

Wills Deposited for Safekeeping Case Statuses

1

Case Status Wills Deposited for Safekeeping

Choose Case Type

Wills Deposited for Safekeeping



2

Choose Case Status

Active Reopened
Adjudicated Incompetent
Appealed
Closed
Disposed - Clerk of Superior Court
Disposed - Discontinued
Disposed - Dismissal on Order of the Court
Disposed - Final Judgment No Trial
Disposed - Other
Disposed - Post Disposition Activity
Disposed - Trial by Judge
Disposed - Trial by Jury
Disposed - Trial by Magistrate
Disposed - Voluntary Dismissal
Filed
Incompetent to Stand Trial (Incapable to Proceed)
Inpatient Involuntarily Committed
Not Guilty by Reason of Insanity
Outpatient Commitment Dangerous
Pending
Remanded
Removal of Mental Health Bar
Substance Abuse Commitment
Transfer of SPC file
Transfer to Another County
Transferred to Superior Court
Will/Codicil for Safekeeping Withdrawn
SPC Index Conversion

SMART SEARCH – ADVANCED FILTERING OPTIONS

Submitting the Search

Continued steps for using Advanced Filtering Options

Step 9

Click

Submit

NOTES:

Case Search Criteria

Filter by Case Type

Special Proceeding (non-confidential)

Filter by Case Status

Disposed - Clerk of Superior Court

Completed

Disposed

Disposed - Clerk of Superior Court

Disposed - Discontinued

Disposed - Dismissal on Order of the Court

Disposed - Final Judgment No Trial

Disposed - Other

Submit

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

SMART SEARCH – ADVANCED FILTERING OPTIONS

Results

Continued steps for using Advanced Filtering Options

Step 10 Results meeting the Filtering options will display

NOTES:

Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
23CR000001-910	STATE OF NORTH CAROLINA VS QCTECK def civil	Pending	Wake Superior Court	civil, QCTECK def	Defendant
23CR100002-910	STATE OF NORTH CAROLINA VS QCTECK def civil	Pending	Wake District Court	civil, QCTECK def	Defendant
23CR100003-910	STATE OF NORTH CAROLINA VS QCTECK def civil	Pending	Wake Clerk of Superior Court	civil, QCTECK def	Defendant

SMART SEARCH – WILDCARD SEARCH

Step 1

Use the * wildcard to assist with Searching (see examples below)

- 1 Click the  in the upper right hand corner.

Smart Search *Required

Search Criteria 

*Enter a Record Number or Name in Last, First Middle Suffix Format

[Clear](#)

[Advanced Filtering Options](#)

- 2 This message will appear.

Smart Search *Required

Search Criteria 

Type the record number in the search criteria field.

To perform a wildcard search using a case number, enter at least four characters. You can also type a case by a business name, click Advanced Filtering Options, navigate to the General Options section, and select, "Business Name" from the Filter by Search Type drop-down list. Type the business name in the search field above, and click Submit. Or use the Smart Search; if the business name includes a comma use a wildcard search by adding an * in place of the comma. Do not add anything after the *.

Examples

Smart Search *Required

Search Criteria 

*Enter a Record Number or Name in Last, First Middle Suffix Format

[Clear](#)

[Advanced Filtering Options](#)

Smart Search *Required

Search Criteria 

*Enter a Record Number or Name in Last, First Middle Suffix

[Clear](#)

[Advanced Filtering Options](#)

Smart Search *Required

Search Criteria 

*Enter a Record Number or Name in Last, First Middle Suffix Format

[Clear](#)

[Advanced Filtering](#)

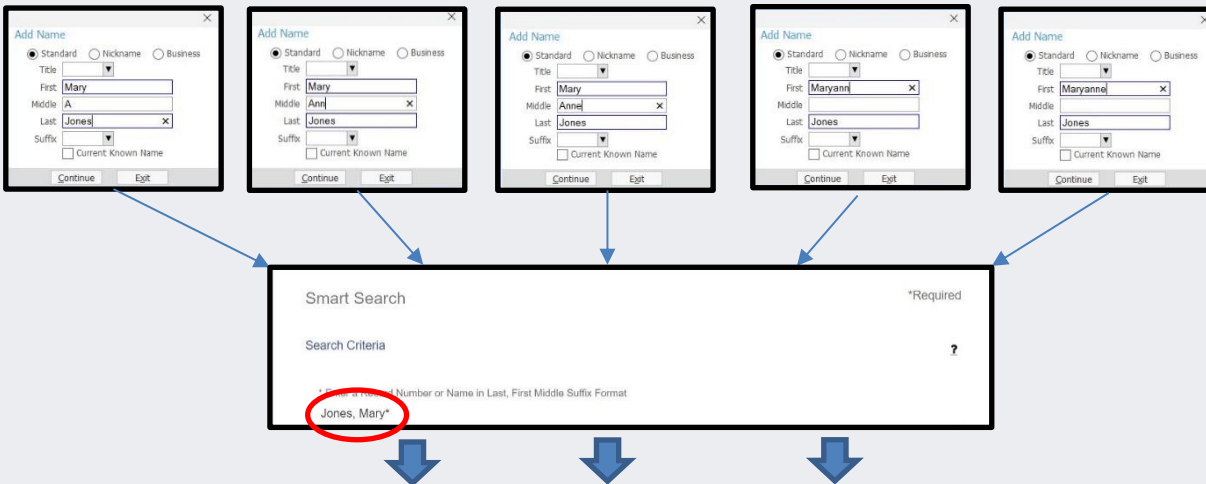

The Advanced Filtering Options can help narrow wild card searches.

NOTES:

- Wildcard Search WILL NOT work with business names that have a space or special character in the 1st 3 letters of the name (ex: A-1 will not work with wildcard due to the special characters of – and 1; A Helping Hand will not work with a wildcard due to the space between A and Helping)

SMART SEARCH WILDCARD SEARCH – COMPOUND AND COMPLEX NAMES

Use of wildcard functionality aids in searching for compound and complex names when the indexing standard used for the name is unknown. Placing a (*) after the first known name yields all indexed name variations in the search results.



Party Search Results

The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

NOTES:

- More information on **e-Courts Name Indexing Standards** can be found [here](#)

Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.

SMART SEARCH WILDCARD SEARCH – BUSINESS AND ENTITY NAMES

Wild Card Functionality can also assist when searching for business or entity names which may have been indexed various ways

Smart Search *Required

Business Name ?

* Enter a Business Name
Walmart

☒ I'm not a robot

[Clear](#) [Submit](#)

[Advanced Filtering Options](#)

Filter by Search Type

Business Name

Add Name

☐ Standard ☐ Nickname ☒ Business

Business Walmart

☐ Current Known Name

[Continue](#) [Exit](#)

Smart Search *Required

Search Criteria ?

* Enter Record Number or Name in Last, First Middle Suffix Format

Walmart*

Party Search Results

The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

NOTES:

- More information on **e-Courts Name Indexing Standards** can be found [here](#)
- When searching for a Business you MUST Click the Advanced Filtering Options link and Select Filter by Search Type: Business Name
 - If the business name includes a comma, then use the wild card in place of the comma and nothing after the wild card
 - If the 1st three letters of the Business Name is a number, space or special character, the wildcard will NOT work

Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

REGISTER OF ACTIONS

Review of the Register of Actions

Step 1

When a Search Returns, Click on the underlined Case Number to display the Register of Actions

JONES, JENNIFER						
Current Address: 234 ROYAL TOWER WAY CARY, NC 27513						
Cases (1)						
Case Number	Style / Defendant	Status	Location	Party Name	Party Type	
<u>15SP001542-910</u>	IN THE MATTER OF THE FORECLOSURE OF A DEED OF TRUST JENNIFER JONES	Disposed - Voluntary Dismissal	Wake Clerk of Superior Court	JONES, JENNIFER	Defendant	

Case Number ▼

15SP001542-910

→ Case Summary		
Wake Clerk of Superior Court		
Case Summary		
Case No. 15SP001542-910		
IN THE MATTER OF THE FORECLOSURE OF A DEED OF TRUST JENNIFER JONES	§ § §	Location: Wake Clerk of Superior Court Filed on: 06/02/2015 Microfilm Number: 15 100 9999

NOTES:

- The Register of Action is also known as the Case Summary
- The county Clerk of Court has Enterprise Justice functionality to view the same Case Summary to assist with questions

REGISTER OF ACTIONS

Menu

Step 3

Use the menu on in the upper left corner of the Register of Actions Sections to jump to specific sections

CASE SUMMARY

CASE INFORMATION

ASSIGNMENT INFORMATION

PARTY INFORMATION

CAUSES OF ACTION

CASE EVENTS

DISPOSITIONS

ADD TO MY CASES

NOTES:

- Causes of Action are only applicable to the following Case Categories:
 - Civil
 - Family
 - Probate/Mental Health
- The Hearings and/or Financial Information sections display when there is information to display

NO CASES MATCH YOUR SEARCH



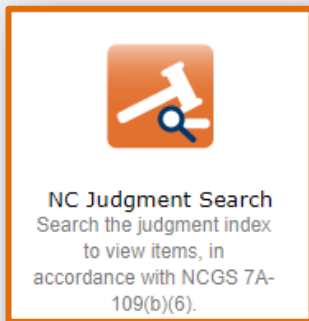
Certain cases, such as Juvenile and Protective Order cases, require Elevated Access to view on Portal.

NOTES:

- Verify the information was entered correctly (ex., 01CR123456-100)
- Verify the Search information was entered in the correct format (ex., Lastname, Firstname)
- If you are Searching a case that requires elevated access, verify you are logged in with the User ID that was granted elevated access
- If you are not seeing the expected cases and/or case information, contact the Clerk of Court in the county where the case is assigned

JUDGMENT SEARCH

Step 1 Click the Judgment Search Portlet on the Portal home page



A space is required AFTER
the comma between the
Last and First name!!!!

Step 2 To begin searching for court records, use Judgment Search to enter a person's name (last, first) or a case number

Search input field containing "Smith, John" with a magnifying glass icon to the right.

Search input field containing "Search for a judgment by case number..." with a magnifying glass icon to the right.

Search input field containing "Ordered Date From" with a calendar icon to the right.

Search input field containing "Ordered Date To" with a calendar icon to the right.

Step 3 Click the  to initiate the Search

NOTES:

- Results include judgments related to Civil, Family, Small Claims, Special Proceedings, Criminal, and Miscellaneous court items
- To view the complete case summary, a searcher must navigate to the **SMART SEARCH** portlet
- Portal NC JUDGMENT SEARCH** references the **amounts and totals owed based on the original Judgment date.**
- UPDATE 6/17/23: Users can see calculated interest in the Financial Section of the Smart Search case summary.
- UPDATE 9/3/23: There is no longer an Inactive and Satisfied Judgments selection box or By or Against options; these options are automatically included

JUDGMENT SEARCH – WILD CARD USAGE

Last Name or Business	First Name	Middle Name	Party or Business Name Searched	Results
Smith	Adam		Smith, Adam	Smith, Adam returns
Forest	James Dean	Paul	Forest, James Dean	No results for Forest, James Dean . No results found.
Forest	James Dean	Paul	Forest, James Dean Paul	No results for Forest, James Dean Paul . No results found.
Forest	James Dean	Paul	Forest, Jam*	Judgment Returns
Forest	James Dean	Paul	Forest	Judgment Returns
Snyder	T		Wildcard Snyder, T*	Results are returned where first name starts with "T"
Snyder	T		Wildcard Sny*, T*	Results are returned where last name start with "Sny", and first name start with "T"
Snyder	T		Wildcard Snyder, T* Select "Include by judgment"	Results are returned where first name starts with "T" and includes by judgments.
Insurance Depot			Insurance Depot	Insurance Depot returns
			Wildcard Insurance*	Any business name with insurance will return.
Jackson Brother LLC,			Wildcard Jac*	Results include business name and last name where Jac* is part of the name. Jackson Brother, LLC & Jackson, Tierra
Jackson,	Tierra			Jackson, Tierra returns

NOTES:

- The key is to do an exact search first, then use a Wildcard to expand the search

JUDGMENT SEARCH

Results

Continued steps for Judgment Search

Step 4

Numerous results will be returned

Filter Results [Clear](#)

Judgment Type

- ☐ Granted in Whole Or Part **25099**
- ☐ Historical **1830**
- ☐ Recorded **5506**

Sentence Type

- ☐ Active **3471**
- ☐ Community **2228**
- ☐ Conversion **3063**
- ☐ Deferred Prosecution **8**
- ☐ Fine **2**

More

Location

- ☐ Hamett District Court **2476**
- ☐ Hamett Superior Court **348**

Relevance ▾ Search Results (1 - 10 of 42069) (Page: 1)

SMITH, DEVERA S [View Judgment](#)

Case Number 97CVD016611-590 Location **Mecklenburg District Court** Judgment Type **Granted in Whole or Part**

SMITH, DEVERA S [View Judgment](#)

Case Number 97CVD016611-590 Location **Mecklenburg District Court** Judgment Type **Granted in Whole or Part**

SMITH, DEVERA S. [View Judgment](#)

Case Number 97CVD016611-590 Location **Mecklenburg District Court** Judgment Type **Granted in Whole or Part**

NOTES:

If Searching for divorce records by name and there are no Search Results returned, case number will need to be used. The case number can be obtained from the Clerk in the county where the divorce was filed.

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

JUDGMENT SEARCH

Filtering and Sorting Judgments

Continued steps for Judgment Search

Step 5 Select the appropriate Filter from the Filter Results to narrow results

Filter Results [Clear](#) **Relevance** Search Results (1 - 10 of 1020) (Page: 1)

Judgment Type

- ☒ Historical 1020
- ☐ Granted In Whole Or Part 25099
- ☐ Recorded 5506

SMITH, JOHN G [View Judgment](#)

Case Number 06T000189-590 Location Mecklenburg District Court Judgment Type Historical Status Active

Step 6 Use the Sort dropdown to assist in finding the record

Filter Results [Clear](#) **Relevance** Search Results (1 - 10 of 1020) (Page: 1)

Judgment Type

- ☒ Historical 1020
- ☐ Granted In Whole Or Part 25099
- ☐ Recorded 5506

SMITH, JOHN G [View Judgment](#)

Case Number 06T000189-590 Location Mecklenburg District Court Judgment Type Historical Status Active

NOTES:

- The Advanced Filtering Options will assist users with narrowing down the judgment results based on the Judgment Type -- this will include Historical, Granted, and Recorded Judgment
- This can work in conjunction with the "Location" fields and the advanced results sort field to provide a snapshot of the judgment index

JUDGMENT SEARCH

Viewing the Judgment Index

Continued steps for Judgment Search

Step 7 Click View Judgment

SMITH, OLIVIA

Case Number 07CVM000711-420	Location Harnett District Court	Judgment Type Granted in Whole or Part	Status Active
--------------------------------	------------------------------------	---	------------------

View Judgment

View Judgment

Step 8 An index of the Judgment will appear

Search Result

07CVM000711-420

Case Style - TOM SMITH FORD VS OLIVIA SMITH

Civil Judgment

Money Judgment

Index Date: 06/11/2007 Time: 1:41 PM

By: TOM SMITH FORD

Against: SMITH, OLIVIA

County: Harnett District Court

Current Status: Active

Current Status Date: 06/11/2007

Judgment Amount Calculation:

Calculate Interest Amount:

Begin Date: 06/11/2007 Simple Interest

Court Cost: \$80.00

Attorney Fees: \$0.00

Total Judgment: \$80.00

The Judgment Search provides a brief snapshot of the judgment **at the time of indexing.**

The Index features:

Index Date

Time

County

Current Status

NOTES:

- For a more detailed description of the case index, perform a [Smart Search](#) and review the Register of Actions

JUDGMENT SEARCH

Disposition in Smart Search

Step 9

Go to the Smart Search Portlet and Search for the record

CASE SUMMARY

CASE INFORMATION

ASSIGNMENT INFORMATION

PARTY INFORMATION

CAUSES OF ACTION

CASE EVENTS

DISPOSITIONS

ADD TO MY CASES

NOTES:

- For additional Judgment information, perform a [Smart Search](#), and access the [Register of Actions](#) to view the Dispositions section

JUDGMENT SEARCH

Obtaining Additional Information

Step 10

When additional Judgment information is needed, the Disposition section of the Register of Actions provides the user with specific details

05/20/2016

Intermediate

51. CONSP ROBBERY DANGRS WEAPON
05/04/2014 (FE) 14-87 (1221)
: 0214FZL :

Probation

Adult

Supervised

General Conditions:

1. Special Probation-Other, 270 DAYS PTC, 05/20/2016

Duration: 24 Months

Special Probation:

Duration: 270 Days

In Custody: Sheriff

Location: Mecklenburg

Confinement

Minimum: 0 Years, 20 Months, 0 Days

Maximum: 0 Years, 36 Months, 0 Days

Prior Record Points: 0

Conclusions of Law and Judicial Findings

Findings Not Entered in Legacy System

Adult

Felony Conviction Range: Presumptive

Agency Responsible for Confinement: N.C.DA CJ

Jail Credit Calculator

Total Days: 270

Total Credit for Time Served: 270

Days Credited Towards Special Probation: 270

Jail Fees

Additional Orders

Provide DNA

Civil Judgment

Money Judgment

Index Date: 06/21/2016 Time: 9:43 AM

By: STATE OF NORTH CAROLINA

Against: JACKSON, AUTAVIS DEAN

County: Mecklenburg Superior Court

Current Status: Active

Current Status Date: 05/20/2016

Judgment Amount Calculation:

Pre-Judgment Amount: \$0.00

Principal Amount: \$0.00

Attorney Fees: \$1400.00

Interest Rate: 8.0000%

Total Judgment: \$1400.00

Comment: J001-M0001

Created: 05/20/2016 12:00 AM

Civil Judgment

Money Judgment

Index Date: 06/21/2016 Time: 9:43 AM

By: STATE OF NORTH CAROLINA

Against: JACKSON, AUTAVIS DEAN

County: Mecklenburg Superior Court

Current Status: Active

Current Status Date: 05/20/2016

Judgment Amount Calculation:

Pre-Judgment Amount: \$0.00

Principal Amount: \$0.00

Attorney Fees: \$1400.00

Interest Rate: 8.0000%

Total Judgment: \$1400.00

Comment: J001-M0001

Created: 05/20/2016 12:00 AM

NOTES:

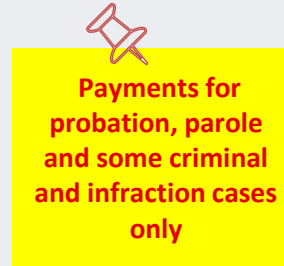
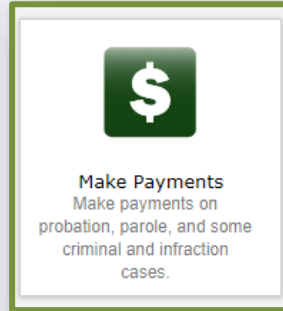
- AOC recommends reviewing the [Smart Search Register of Actions](#) for the most current financial information on a Judgment
- NC JUDGMENT SEARCH is strictly for reference only**
- Portal NC JUDGMENT SEARCH references the amounts and totals owed based on the [original](#) Judgment date.**

All events occurring prior to 2/13/23 display a time stamp of 12:00 AM

MAKE PAYMENTS

Steps for the Make Payments Portlet

Step 1 Click the Make Payments Portlet on the Portal Home Page



Step 2 Make a selection from the Select Search Type dropdown list

A screenshot of the "Make Payments" web form. At the top right is a link "* Required". Below is a section "Basic Search Options" with a question mark icon. Underneath is a label "* Select Search Type" followed by a dropdown menu currently showing "Party Name". Below the dropdown is a list of search options: "Citation Number", "Case Number", "Party Name" (which is highlighted with a mouse cursor), "Business Name", and "Driver's License". At the bottom right of the form is a blue "Submit" button.

NOTES:

- Use a personal smart device or see the cashier if a payment needs to be made while in the courthouse
- The Make Payments portlet is only available to users that are not signed-in (anonymous users)
- **Payment information should always be verified in Smart Search and if there are questions/issues, users should contact the Clerk of Court.**

MAKE PAYMENTS

Submitting the Search

Continued steps for the Make Payments Portlet

Step 3

Enter the Required Fields and click

Submit

NOTES:

- The * indicates a required field

Make Payments

* Required

Basic Search Options

?

* Select Search Type

Party Name

▼

* Search by Last Name

Power

* Search by First Name

Will

Search by Middle Name

* Search by Date of Birth (mm/dd/yyyy)

01/01/1976

Submit

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

MAKE PAYMENTS

Selecting the Correct Case For Payment

Continued steps for the Make Payments Portlet

Step 4 Select the correct case(s) for payment, then click

Continue

Search Results

					?
☐	Citation/Case Number	File/Citation Date	Name	Balance	
☐	22IF000001-010	12/31/2022	Power, Will	\$266.00	
☒	22IF000002-500	12/21/2022	Power, Will	\$241.00	
20-158(B)(1)(3) - FAIL YLD STOPSIGN/FLSH RED LGT					
☐	22IF000002-420	12/21/2022	Power, Will	\$154.50	
☒	Payment Plan		Power, Will	\$243.00	
The minimum payment due includes the sum of any prior outstanding payments					
23CR000003-910 - 1/3/2023					
20-7(A) - NO OPERATORS LICENSE					
1 - 25 items per page					1 - 4 of 4 Items
				Subtotal:	\$484.00
				Transaction Fee:	\$11.57
				Total Amount:	\$495.57
					Continue

NOTES:

- Search results display any cases where there is an outstanding balance, including disposed waivable cases
- The total balance is required for cases that do not have a payment plan
- Selecting a case with a payment plan will display the case number and charges

MAKE PAYMENTS – SEARCH RESULTS

Portal

Register / Sign In

Search Results

?

There are several reasons your citation/case might not appear, even if you entered it correctly. Your citation/case may:

Require a court appearance.
Not have been entered into the system yet.
Date Entry Error.
Not have an outstanding balance (confirm financial information by using the eCourts Portal SmartSearch portlet).

If you cannot find your Citation/Case, it is your responsibility to make timely payments at the courthouse.

You should direct questions about your citation to the Clerk of Superior Court in the county in which the citation was issued.

The most common reason a citation is statutorily ineligible for online payment is speeding 15 miles per hour over the posted limit.

NOTES:

- Verify all the Search Criteria were entered correctly and in the correct format
- Verify the case is in a county that has gone live with Enterprise Justice
- Verify the case type can be paid via Portal (probation, parole and some criminal and infractions cases, only)
- Use the Smart Search portlet to search for and verify there is a balance owed on the case

MAKE PAYMENTS

Verifying Information and Reviewing Fees

Continued steps for the Make Payments Portlet

Step 5 Verify case information is correct and review Amount to Pay

Help

Accepted card types included Visa, Mastercard, and Discover. A convenience fee of 2.39% will be assessed on the transaction amount.

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
Payment Plan	Power, Will	\$243.00	\$18.69	\$ 50.00
22IF000002-500	Power, Will	\$241.00	\$241.00	\$ 241.00
Subtotal:			\$291.00	
Transaction Fee:			\$6.95	
Total Amount:			\$297.95	

NOTES:

- Can be adjusted for cases with a payment plan only; Minimum Due is the lowest acceptable amount
- Cases without a payment plan must be paid in full
- Vendor applies transaction fee of 2.39% of the charge amount, with a minimum fee being at least \$1 per transaction

Step 6 Add Payment Details

☒ I agree to the Terms and Conditions

Back

Add Payment Details

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

MAKE PAYMENTS

Entering Payment Information

Continued steps for the Make Payments Portlet

Step 6 Agree to the Terms and Conditions and CLICK

Add Payment Details

☒ I agree to the Terms and Conditions

Back

Add Payment Details

 NORTH CAROLINA JUDICIAL BRANCH

Portal Register / Sign In

Disclaimer

Terms and Conditions

Accepted credit/debit cards include Visa, MasterCard, and Discover. DO NOT USE digital payment applications such as Apple Pay, Google Pay, Cash App, Venmo, etc. to make payment. Payments made with digital payment applications CANNOT be received by Portal and will result in a hold on your funds without payment to the court. The transaction fees charged by the vendor are 2.39% of the amount charged, with a minimum fee of \$1.00 per transaction.

Unaccepted digital payment applications will result in a hold on your funds WITHOUT payment to the court. Users should verify successful payment in SmartSearch.

NOTES:

iOS Operating Systems may result in errors for Make Payments. Accepted credit/debit cards include Visa, MasterCard, and Discover. Digital payment applications like as Apple Pay, Google Pay, Cash App, Venmo, etc. will result in payment issues (such as a hold being placed on the funds and payment not processing through to the case). Users should verify payment with SmartSearch.



MAKE PAYMENTS

Entering Payment Information - Continued

Continued steps for the Make Payments Portlet

Step 7

Complete the Cardholder Information form and click

Continue

Transaction Summary - Total Amount: \$297.95

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type	MasterCard v	*
Card Number	5454545454545454	*
Exp Month	05	*
Exp Year	2021	*
CVV Code	555	* CVV Help
Name on Card	Will Power	*
	Maximum of 30 characters	
Address Type	☒ US ☐ Foreign	
Address Line 1	123 Dev Drive	*
	Street address, P.O. box, company name, etc.	
Address Line 2		
	Apartment, suite, unit, building, floor, etc.	
City	Dallas	*
State	TEXAS v	
Zip Code	75201	

Cancel

Continue

NOTES:

- The * indicates a required field
- Acceptable credit/debit cards:



[CLICK TO RETURN TO TABLE OF CONTENTS](#)

MAKE PAYMENTS

Processing Payment

Continued steps for the Make Payments Portlet

Step 8

Verify Card Holder information and click

Process Payment

Transaction Summary - Total Amount: \$297.95

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

Billing Detail

Card Type	MASTERCARD
Card Number	*****5454
Exp Date	05/23
CVV Code	***
Name on Card	Will Power
Address Type	US
Address Line 1	123 Dev Drive
Address Line 2	
City	Dallas
State	TX
Zip Code	75201

Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.



Back

Process Payment

Warning!
Do not click the
back button
after clicking
Process Payment

NOTES:

- The receipt can be printed and/or emailed after the payment has processed

MAKE PAYMENTS - TROUBLESHOOTING

iOS Operating Systems may result in errors within Make Payments. Accepted credit/debit cards include Visa, MasterCard, and Discover. Digital payment applications like as Apple Pay, Google Pay, Cash App, Venmo, etc. are not accepted.

Access case in
Smart Search to
view financial
information



On-line Payment

There was an error submitting your form. Please check the following:

- Your current session has timed out, please resubmit your request.

NOTES:

- If at any point during the payment process, an error is received, verify whether the payment went through by accessing the case in Smart Search and viewing the Financial section of the Case Summary
- If the payment did not go through:
 - Verify the Edge or Chrome Browser was being used
 - Try again, using a different (Windows-based) device
 - Go to the Clerk of Superior Court to make the payment in person or contact the Clerk of Superior Court to request other options

SEARCH HEARINGS

Steps for the Search Hearings Portlet

Step 1 Click the Search Hearings Portlet on the Portal Home Page



Search Hearings
Search for court hearings
for a specified date range.

Step 2 Select Location

Basic Search Options

Lee County

All Locations
Harnett County
Johnston County
Lee County
Mecklenburg County
Wake County

Step 3 Select Hearing Type

All Hearing Types

All Hearing Types
Civil
Criminal
Family
Probate or Mental Health

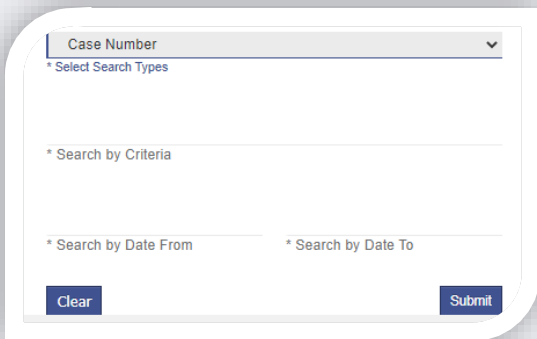
NOTES:

- After completing steps 1-3, a Search Type must be selected. Select the Search Type below for additional steps to complete search based on Search Type:
 - [Case Number](#)
 - [Party Name](#)
 - [Business Name](#)
 - [Attorney Name](#)
 - [Attorney Bar Number](#)
 - [Judicial Officer](#)
 - [Courtroom](#)

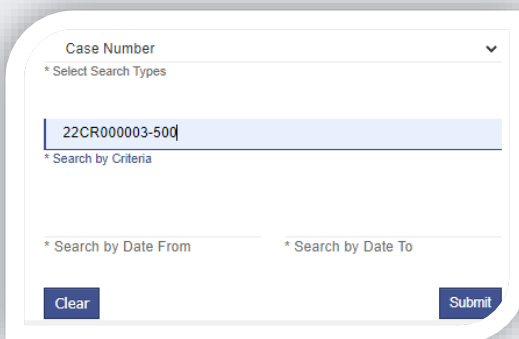
SEARCH HEARINGS

(Search Type: Case Number)

Step 4 Select Case Number for Search Type



Step 5 Enter the Case Number

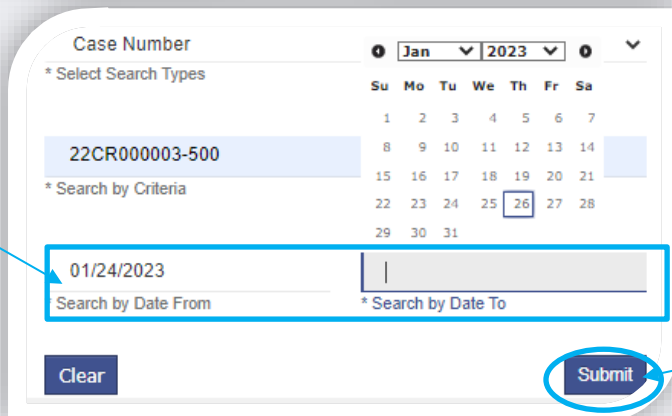


NOTES:

- The * Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

Step 6

Enter the Date From and Date To information



Step 7

Click Submit

SEARCH HEARINGS

(Search Type: Party Name)

Step 4 Select Party Name for Search Type

Party Name

☐ Sounds Like

* Last Name

* First Name

Middle Name

* Search by Date From

* Search by Date To

Clear

Submit

Step 5 Enter the Last and First Name

Sounds Like

* Last Name

Smith

* First Name

John

Middle Name

* Search by Date From

* Search by Date To

Clear

Submit

NOTES:

- The * Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

Step 6

Enter the Date From and Date To information

Party Name

☐ Sounds Like

* Last Name

Smith

* First Name

John

Middle Name

* Search by Date From

01/24/2023

Clear

Submit

Step 7

Click Submit

SEARCH HEARINGS

(Search Type: Party Name)

Continued

Step 4 Select Party Name for Search Type

Party Name ▾

☐ Sounds Like

* Last Name
Smith

* First Name
John

Middle Name

* Search by Date From * Search by Date To

Clear Submit

Step 5 Enter the Last and First Name

Sounds Like

* Last Name
Smith

* First Name
John

Middle Name

* Search by Date From * Search by Date To

Clear Submit

NOTES:

- The * Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

Step 6

Enter the Date From and Date To information

Party Name ▾

☐ Sounds Like

* Last Name
Smith

* First Name
John

Middle Name

* Search by Date From
01/24/2023

Clear Submit

Step 7

Click Submit

SEARCH HEARINGS

(Search Type: Attorney Name)

Step 4 Select Attorney Name for Search Type

select Search Types
Attorney Name

Case Number
Party Name
Business Name
Attorney Name
Attorney Bar Number
Judicial Officer
Courtroom

Middle Name

* Search by Date From

* Search by Date To

Clear Submit

Step 5 Enter the Last and First name

select Search Types
Attorney Name

☐ Sounds Like

* Last Name
Smith

* First Name
John

Middle Name

* Search by Date From

* Search by Date To

Clear Submit

NOTES:

- The * Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

Step 6

Enter the Date From and Date To information

select Search Types
Attorney Name

☐ Sounds Like

* Last Name
Smith

* First Name
John

Middle Name

* Search by Date From
01/24/2023

Clear Submit

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Step 7

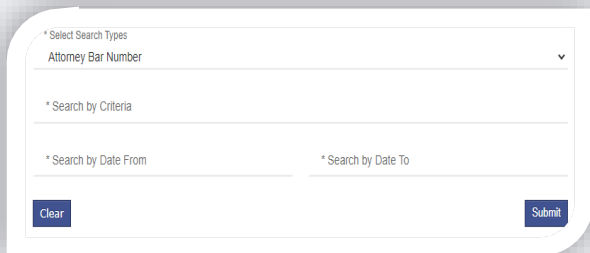
Click Submit

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

SEARCH HEARINGS

(Search Type: Attorney Bar Number)

Step 4 Select Attorney Bar Number for Search Type



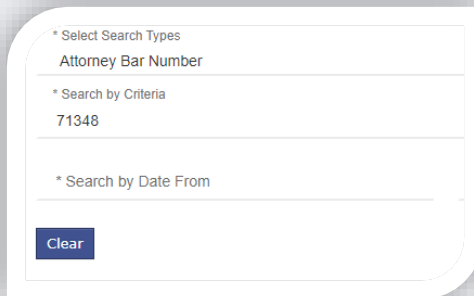
* Select Search Types
Attorney Bar Number

* Search by Criteria

* Search by Date From * Search by Date To

Clear Submit

Step 5 Enter the Bar Number



* Select Search Types
Attorney Bar Number

* Search by Criteria
71348

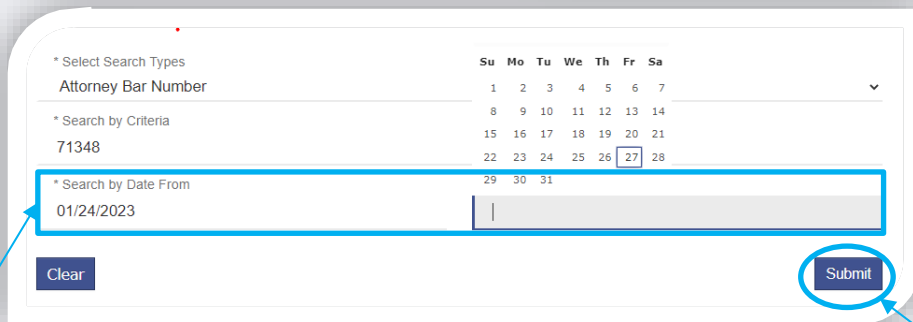
* Search by Date From

Clear

NOTES:

- The * Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

Step 6 Enter the Date From and Date To information



* Select Search Types
Attorney Bar Number

* Search by Criteria
71348

* Search by Date From
01/24/2023

Clear Submit

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Step 7 Click Submit

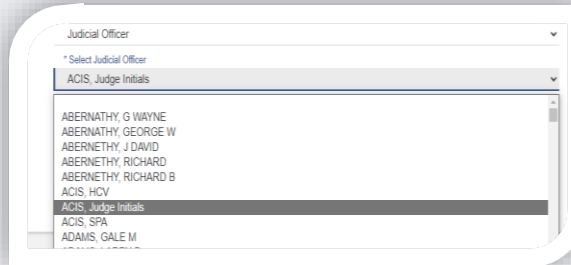
SEARCH HEARINGS

(Search Type: Judicial Officer)

Step 4 Select Judicial Officer for Search Type

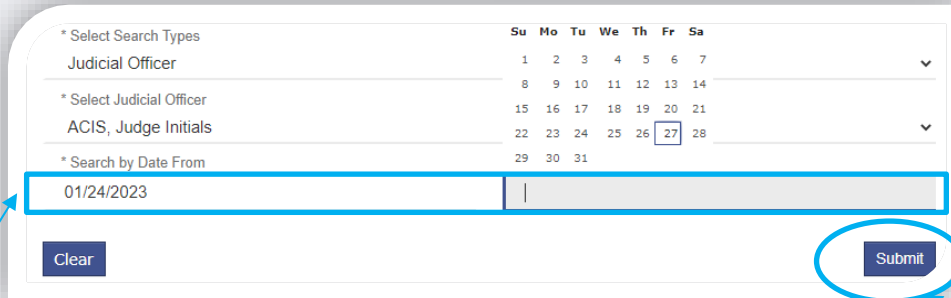


Step 5 Select Judicial Officer



NOTES:

- The * Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)



Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Step 6

Enter the Date From and Date To information

Step 7

Click Submit

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

SEARCH HEARINGS

(Search Type: Courtroom)

Step 4 Select Courtroom for Search Type

* Select Search Types

Courtroom

Case Number
Party Name
Business Name
Attorney Name
Attorney Bar Number
Judicial Officer
Courtroom

Step 5 Select the Court Room name

* Select Search Types

Courtroom

* Select Courtroom

0001-Burke County Courthouse

0001-Alexander County Courthouse
0001-Anson County Judicial Center
0001-Ashe County Courthouse
0001-Bertie County Courthouse
0001-Biaden County Courthouse
0001-Burke County Courthouse
0001-Caldwell County Courthouse
0001-Camden County Courthouse
0001-Carteret County Courthouse
0001-Caswell County Courthouse
0001-Catawba County Justice Center
0001-Chatham County Justice Center

NOTES:

- All courtrooms within the state are listed
- For an optimal search experience, AOC recommends knowing and selecting the specific courtroom
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

* Select Search Types

Courtroom

* Select Courtroom

0001-Burke County Courthouse

* Search by Date From

01/24/2023

Clear

Submit

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Step 6

Enter the Date From and Date To

Step 7

Click Submit

SEARCH RESULTS

Below are examples of Hearing Search and Party Search Results

Hearing Search Results

Hearings for Courtroom Courtroom 1130-Mecklenburg County Courthouse between 2/1/2023 and 2/3/2023

The search returned 199 hearings, but could have returned more. Please narrow the search by entering more precise criteria.

Case Number	Style / Defendant	Case Type	Date / Time	Hearing Type	Judge	Courtroom	Case Category
21CR018799-590	GOMEZ, ALEX H	Criminal	2/1/2023 9:00 AM	Legacy Trial/Hearing		Courtroom 1130-Mecklenburg County Courthouse	Criminal

Party Search Results

Print

Name

Date of Birth

PATEL, MIKE

Current Address:
4200 BROOKSHIRE BV
TIMES TURN ARND
CHARLOTTE, NC 00000-0000

Cases (1)

Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
02CR239188-590	HENDERSON, RONALD HENDERSON	Disposed	Mecklenburg District Court	HENDERSON, RONALD HENDERSON	Defendant

1

1 2 3 4 5 6 7 8 9 10 ... items per page

10

10

25

50

200

2

Print



NOTES:

- To generate a call list, ask the courtroom clerk how cases are called (oldest 1st, alphabetical, etc.) then complete a courtroom search for a single day and use the sort arrows to the right of each column header to sort the case list accordingly

SEARCH HEARINGS - TROUBLESHOOTING

NOTES:

- If the search results in a message: No hearings match your search:
 - Confirm the case number/name entered is correct
 - Confirm the case number/name entered is in the correct format
 - Confirm the case is in a county that has gone live with Enterprise Justice
 - The record may not exist
 - The record may be a Restricted case type and require elevated access to view

Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.

Portal

Register / Sign In 

1

[Search Hearings](#)

2

[Search Results](#)

Hearing Search Results

Hearings for Courtroom **Alamance Co. JB Allen, Jr. Courthouse, Courtroom CRMB** between **7/10/2026** and **7/10/2026**

No hearings match your search.

Justice for All

