

How to Search Civil Court Records at Your Local Courthouse

This system searches the general status of civil court cases. Note that records printed from this terminal are not an official record of the court. For an official copy, please see the clerk's office.

Tips for Using this System

- Do not use the mouse or arrow keys to move around the screen. Only use the <Tab> key or the screen may freeze. (If so, press the <Esc> key.)
- Use the Function <F> keys noted at the bottom of each screen to move through system.



Begin a Search

- Tab to the CHOICE field located at the bottom left of the screen.
 - Type "1" to search by name (party name)
 - Type "2" to search by file number.
- Press the <Enter> key.

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NC ADC CIS                CIVIL CASE PROCESSING SYSTEM          03/10/15 14:25:48
WAKE                      MAIN MENU
-----
TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

                CHOICE
                1. PARTY NAME INQUIRY MENU
                2. FILE NUMBER INQUIRY MENU

                JUDGMENTS INDEXED ON AND AFTER 10/11/2004 ARE IN ELECTRONIC FORMAT ONLY
                JUDGMENTS INDEXED BEFORE 10/11/2004 MAY BE IN ELECTRONIC OR HARD COPY FORMAT
                ELECTRONIC FORMAT DATES FOR OTHER COUNTIES MAY BE OBTAINED BY PRESSING F5
CHOICE:  --
                F1=HELP 5=CHANGE COUNTY
    
```

Search by Name (Choice 1 from Main Menu)

- Tab to the CHOICE field and enter the desired number.
- Tab to the NAME field and enter a name in the format *Last Name, First Name* (optional), or enter a partial name (e.g., "Smi" for "Smith").
- Tab to the LISTED COUNTIES field to add more (optional).
- Press the <Enter> key to view the results (Partial Name Search or Parties index screen).
- On next screen (search results), follow the instructions to select more party information.
 - Tab to name you want to see and enter appropriate one-digit code from list entitled SELECT PARTY USING.
 - Press the <Enter> key to view results.

```

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

                CHOICE
                1. PARTIAL NAME SEARCH
                2. PARTIES
                3. JUDGMENTS
                4. CIVIL ACTIONS
                5. ESTATES & DEWISEES
                6. SPECIAL PROCEEDINGS
                7. REGISTRATIONS
                8. PARTY CORRECTION INDEX
                9. BONDSMAN/SURETY LIST
                CASETYPES INCLUDED
                ALL CASETYPES
                ALL CASETYPES
                ALL JUDGMENTS
                CVM, CVD, CVS
                E, EO
                SP
                R
                ALL

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                ELECTRONIC FORMAT DATES FOR OTHER COUNTIES MAY BE OBTAINED BY PRESSING F4
CHOICE:  --
NAME: -----
LISTED COUNTIES: WAKE -----
                F1=HELP 3=EXIT 4=PROMPT 12=CNCL
    
```

Search by File Number (Choice 2 from Main Menu)

1. Tab to the CHOICE field and enter your chosen number.
2. Tab to the FILE NUMBER field and enter the file number, e.g., 01 CVS 1234 or 92 E 56.
 - two-digit year
 - letter file code
 - file number
3. Press the <Enter> key to view results.

```

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

          CHOICE
          1. PARTY LIST
          2. SERVICE SUMMARY
          3. RESPONSE SUMMARY
          4. ISSUE/ORDER DETAILS
          5. CASE MISC DETAILS
          6. JUDGMENT CALCULATION
          7. APPEAL DETAILS / APPEAL SUMMARY
          8. FILE NUMBERS LIST
          9. PARTY NAME INQUIRY MENU
         10. ABSTRACTS ENTERED BY DATE
          JUDGMENTS INDEXED MAY BE IN ELECTRONIC OR HARD COPY FORMAT
          ELECTRONIC FORMAT DATES FOR OTHER COUNTIES MAY BE OBTAINED BY PRESSING F4
          CHOICE: ___
          FILE NUMBER: --- --- ---
          COUNTY NAME: WAKE

          F1=HELP 3=EXIT 4=PROMPT 12=CNCL
    
```

Find Code Definitions

- From a File Number Search, the Issue / Order Details Screen shows a pleading type and an issue type. Enter “I” in the selection field to see code definitions for these screens.
- Case disposition or Order R (results) — The following codes could appear on various screens.

Case Disposition Codes		Order R (results)	
Code	Description	Code	Description
CLER	Clerk of Superior Court	CS	Closed Status
CTDS	Dismissal on Order of the Court	DN	Denied
DISC	Discontinuance	GW	Granted in Whole or Part
FJNT	Final Judgment No Trial	ID	Involuntary Dismissal
OTHR	Other	RE	Recorded
POST	Post Disposition Activity	ST	Stayed
TRJF	Trial by Jury	VD	Voluntary Dismissal
TRJU	Trial by Judge	WM	Withdrawn, Abandoned, or Moot
TRMG	Trial by Magistrate		
VOLD	Voluntary Dismissal		

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