Completing Case Participant Searches

PACFile®

1. Open the Case Participant Search screen
Click on the *Case Participant Search* link appearing in the Search section of your dashboard.

Tip You can also access the search by navigating to PACFile > PACFile Search > Case Participant Search.

Search

* Docket/Tracking Number:

[Search]

Case Search
Case Participant Search
Calendar Event Search
Calendar

2. Enter the name of the case participant
Use the **Last Name** and **First Name** fields to enter the name of the case participant.

3. (Optional) Enter a County and Court Office
Use the **County** and **Court Office** dropdowns to narrow your search results to a specific Common Pleas Court and division.

Tip Leaving these fields blank produces a statewide search.

* Last Name: Petersen
* First Name: Phillip
Date of Birth: mm/dd/yyyy
* Court Type: Court of Common Pleas
County: Susquehanna
Court Office: CP-34-58-Crim

[Search] [Clear]

Case Information			
Name	**Daily Unit ID**	**Docket Number**	**Short Caption**
Petersen, Phillip John		CP-58-CR-0000462-2019	Comm. v. Petersen, Phillip John
Petersen, Phillip John		CP-58-CR-0000058-2007	Comm. v. Petersen, Phillip John
Petersen, Phillip John		CP-58-MD-0000036-2014	Comm. v. Petersen, Phillip John

4. Click SEARCH
Search results are based on the chart below. See the *Participant & Calendar Event Search Security* reference guide for further explanation.

Tip Click on the icons in the results grid to see an expanded participant history.

Depending on who you are, any searches you perform for a case participant return the following results…

Identity of the Searcher	Subject of the Case Participant Search			
	Public Cases		Secure Cases	
	Direct Relationship	No Relationship	Direct Relationship	No Relationship
Attorneys, Police Officers, JPOs (& Proxies)	✓	✓	✓	✗
Proxy for an Organization	✓	✓	✓	✗
Other PACFile user with an access code	✓	✓	✓	✓
Other PACFile user without an access code	✓	✓	✗	✗

✓ - Search returns all corresponding cases for the participant.
✗ - Search returns none of the corresponding cases for the participant

END