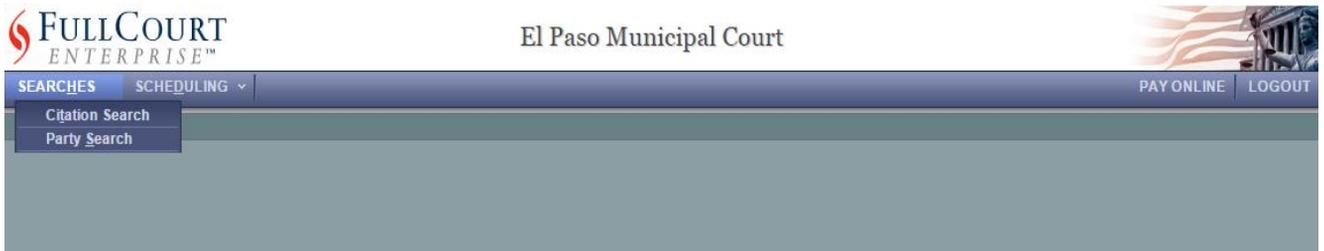


# HOW TO USE WARRANT & CITATION SEARCH

- First Click on Log In
- For each type of search go to the upper left hand side of the screen and click on *Searches*
- Select your search type



## Name:

- Click *Searches* and select **Case Searches-By Party**
- Enter Last and First Name
- Enter Date of Birth

A screenshot of the 'PARTY CASE SEARCH' form. The form is titled 'PARTY CASE SEARCH' and has an 'Advanced Search' link. It contains several input fields: 'LAST' with the value 'DOE', 'FIRST' with 'JOHN', 'MIDDLE' (empty), 'SSN' (empty), 'DOB' with '01/01/1901', and 'DRIVER LICENSE' (empty). At the bottom, there are three buttons: 'SEARCH', 'SOUNDEX', and 'CANCEL'.

## Parking Violation:

- Click *Searches* and select **Case Searches-By Party**
- Enter vehicle plate number for Last Name

A screenshot of the 'PARTY CASE SEARCH' form. The form is titled 'PARTY CASE SEARCH' and has an 'Advanced Search' link. It contains several input fields: 'LAST' with the value 'XXXXXXX', 'FIRST' (empty), 'MIDDLE' (empty), 'SSN' (empty), 'DOB' with '00/00/0000', and 'DRIVER LICENSE' (empty). At the bottom, there are three buttons: 'SEARCH', 'SOUNDEX', and 'CANCEL'.

## Citation Number:

- Click **Searches** and select **Citation Search**
- Enter citation number without any dashes

