



## Spokane Municipal Court

### ePortal – User Guide – Case & Defendant Searches

#### I. General Information

##### A. Case Types *Available* to Search in eCourt:

1. All simple misdemeanor and gross misdemeanor criminal offenses.
2. Civil infractions for traffic, non-traffic, and code violations.
3. Civil matters related to the towing and/or impound of vehicles on public property.
4. Civil matters related to removal, adoption, and euthanasia of animals by animal control enforcement authorities.
5. All case types managed in eCourt can be searched via the eCourt ePortal.

##### B. Case Types *Unavailable* to Search in eCourt:

1. The [Aims Parking System](#) manages all parking infraction matters.
2. [Verra Mobility Safety Enforcement System](#) manages all photo-enforcement infraction matters.

##### C. Hyperlinks in User Guides

1. To make the experience more user friendly, all Spokane Municipal Court user guides make extensive use of hyperlinks.
  - a. Hyperlinks are a reference (electronic link) to data, documents, webpages, etc., that the user can follow by clicking or tapping.
2. Hyperlinks are indicated by blue underlined text like this: [Aims Parking System](#)
3. Selecting/clicking on the hyperlink will take you directly to the referenced data, documents, or webpages.
  - a. Depending on the security settings in your computer's web browser, you may receive a popup message requiring your permission to be redirected to the location of data, document, webpage, etc., represented by the hyperlink.

##### D. Mandatory Fields

1. Many of the searches have fields that must contain data for the search to work.
  - a. These mandatory fields have a red asterisk \* following the field name.

Case Number\*

- b. Failing to data enter in all required fields will cause the search to fail and you will receive an error message on the search screen.

Case Number\*

Case Number is required.

II. Searching by Case Number.

A. ePortal Login Credentials Not Required.

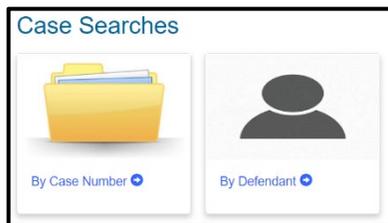
1. No ePortal login credentials are required to conduct case searches by case number.

B. Initiating Search by Case Number via Home Screen Tiles.

1. Select/click the "[Case Searches](#)" tile on the home screen.



- a. This will display the two case search options.



2. Select/Click on the "By Case Number" tile.



- a. The "[Case Search by Case Number](#)" screen appears.

- (1) See section II.D. below titled, "Navigating the Case Search by Case Number Screen" below for instructions of how to use the screen.

C. Initiating Search by Case Number via “Case Searches” Dropdown.

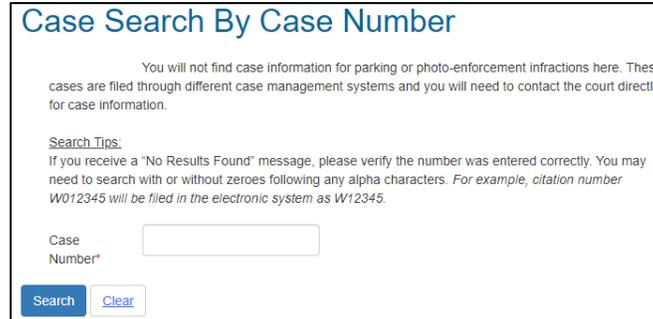
1. Select/click the “Case Searches” dropdown on left side of the blue banner under the Municipal Court Seal.
  - a. This will display five case search options in a dropdown list.



2. Select/click on the “Case Search by Case Number” in the “Case Searches” dropdown.



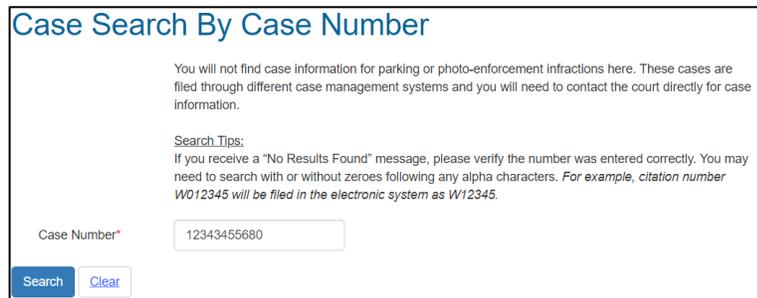
- a. The “[Case Search by Case Number](#)” screen will appear.



- i. See section II.D. below titled, “Navigating the Case Search by Case Number Screen” below for instructions of how to use the screen.

D. Navigating the “[Case Search by Case Number](#)” Screen.

1. Enter the case number you wish to search in the “Case Number” field and select/click on the “Search” button below the “Case Number” field.



- a. Citations beginning with a single letter followed by “0” are entered into the system without the leading “0”. For example, W012345 will be found by searching for W12345.
2. If the case number entered is in the eCourt system, a brief summary of the searched case will appear.

### Case Search By Case Number

You will not find case information for parking or photo-enforcement infractions here. These cases are filed through different case management systems and you will need to contact the court directly for case information.

Search Tips:  
If you receive a “No Results Found” message, please verify the number was entered correctly. You may need to search with or without zeroes following any alpha characters. For example, citation number W012345 will be filed in the electronic system as W12345.

Case Number\*

| Case Number                 | Case Name                      | Full Name              | Status         |
|-----------------------------|--------------------------------|------------------------|----------------|
| <a href="#">12343455680</a> | TEST-CASE, JILL BOXTER ~ THEFT | TEST-CASE, JILL BOXTER | Probation P.O. |

Results 1 - 1

3. To view a more detailed summary of charges, events, documents, and case involved persons, associated with a given case, select/click on the blue hyperlinked case number of the desired case in the “Case Number” column of the search display.
  - a. The “COS Portal Case Summary” screen will display.

12343455680

TEST-CASE, JILL BOXTER ~ THEFT

LFO Amount Due on Case: \$43.00

COS Portal Case Summary

Case Information

4. If there is no case number in the eCourt system matching the case number searched, a “No Results Found” message will display.

Case Number\*

No Results Found.

### III. Searching Cases by Defendant.

#### A. ePortal Login Credentials Not Required.

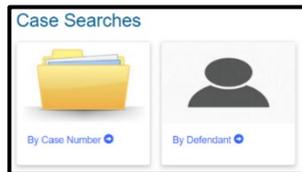
1. No ePortal login credentials are required to conduct case searches by defendant number.

#### B. Initiating Case Search via Home Screen Tiles.

1. Select/click the “[Case Searches](#)” tile on the home screen.



2. This will display the two case search options.



3. Select/Click on the “By Defendant” tile.

- a. The “[Case Search by Defendant](#)” screen will appear.

- i. Once at the “Case Search By Defendant” screen, see section III.D below titled, “Navigating the Case Search by Defendant Screen” for instructions of how to use the screen.

#### C. Initiating Search by Case Number via “Case Searches” Dropdown

1. Select/click the “Case Searches” dropdown on left side of the blue banner under the Municipal Court Seal.

- a. This will display five case search options in a dropdown list.



2. Select/Click on the “Case Search by Defendant” option in the dropdown list.



- a. The “[Case Search by Defendant](#)” screen will appear.
  - i. Once at the Case Search by Case Number screen, see section III.D below titled, “Navigating the Case Search by Defendant Screen” for instructions of how to use the screen.

D. Navigating the “[Case Search by Defendant](#)” Screen

1. Enter the defendant’s information in the 3 required fields and select/click on the “Search” button below the “Date of Birth” field.
  - a. First name.
  - b. Last name.
  - c. Date of birth.

2. A summary of all the defendant’s criminal and certain infraction cases filed at Spokane Municipal Court will appear.

| Case Number                    | Case Name   | Filing Date | Case Type               | Next Event | Previous Event                     | Status         |
|--------------------------------|---|-------------|-------------------------|------------|------------------------------------|----------------|
| <a href="#">1234345569</a>     | TEST-CASE, JOHN DOE ~ DISORDERLY CONDUCT          | 06/24/2021  | Misdemeanor Non Traffic |            | 10/11/2021 Show Cause - Pre-Trial  | Open           |
| <a href="#">2021987646r</a>    | TEST-CASE, JOHN DOE ~ THEFT OF MOTOR VEHICLE FUEL | 07/14/2021  | Misdemeanor Non Traffic |            | 07/13/2021 Comm Court – City Hall  | Open           |
| <a href="#">XZTOOFAST</a>      | TEST-CASE, JOHN DOE ~ RECKLESS DRIVING            | 05/19/2021  | Misdemeanor Traffic     |            | 10/11/2021 Show Cause - Post Trial | Probation P.O. |
| <a href="#">21RecklessDoe1</a> | TEST-CASE, JOHN DOE ~ RECKLESS DRIVING            | 05/04/2021  | Misdemeanor Traffic     |            |                                    | Open           |
| <a href="#">1ZTOOMUCHFUN1</a>  | TEST-CASE, JOHN DOE ~ ASSAULT 4TH DEG ATTEMPT     | 05/04/2021  | Misdemeanor Non Traffic |            | 07/09/2021 Arraignment             | Probation P.O. |
| <a href="#">12343455688</a>    | TEST-CASE, JOHN DOE ~ TRESPASS BUILDING 1ST       | 04/28/2021  | Misdemeanor Non Traffic |            | 05/17/2021 Arraignment             | Probation      |

3. To view - a more detailed summary of charges, events, documents, and case involved persons, associated with a given case, select/click on the blue hyperlinked case number of the desired case in the “Case Number” column of the search display.
  - a. The “COS Portal Case Summary” screen will display.