



Spokane Municipal Court

ePortal – User Guide – Credentials Required 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 enter data 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 Attorney of Record.

A. ePortal Login Credentials Are Required.

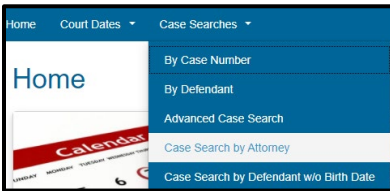
1. ePortal login credentials are required to conduct case searches by case number.

B. Initiating Search by Case Number via “Case Search by Attorney” dropdown.

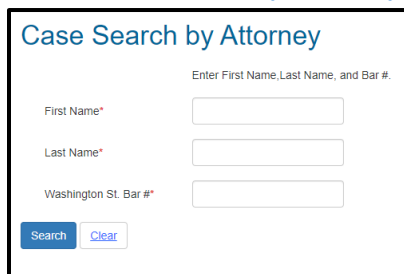
1. Case Search by Attorney can only be initiated from the banner dropdown.
 - a. No corresponding tile-based search is available.
2. Select/click the “Case Searches” dropdown on left side of the blue banner under the Municipal Court Seal.
 - a. This will display five case search options in a dropdown list.



3. Select/click on the “Case Search by Attorney” in the “Case Searches” dropdown.



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



Case Search by Attorney

Enter First Name, Last Name, and Bar #.

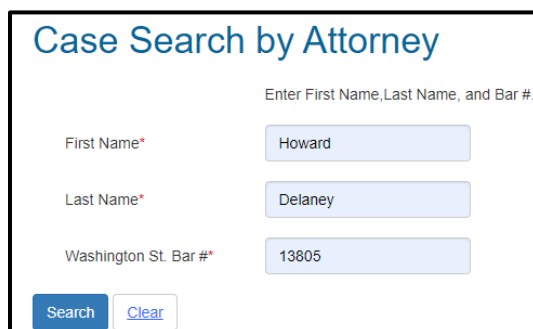
First Name*

Last Name*

Washington St. Bar #*

C. Navigating the “[Case Search by Attorney](#)” Screen

1. Enter the required information in the three mandatory fields and click on the blue search button below the “Washington State Bar #” field label.
 - a. First Name
 - b. Last Name
 - c. Washington State Bar No.



Case Search by Attorney

Enter First Name, Last Name, and Bar #.

First Name*

Last Name*

Washington St. Bar #*

2. A brief summary of all cases associated with the searched attorney will appear.

Case Number	Case Name	Filing Date	Case Type	Next Event	Previous Event	Status
2001DRUNKFIGHTDV	TEST-CASE, JOHN DOE ~ ASSAULT 4TH DEGREE	09/14/2021	Misdemeanor Non Traffic			Open
12343455680	TEST-CASE, JILL BOXTER ~ THEFT	08/19/2021	Misdemeanor Non Traffic		10/11/2021 Show Cause - Post Trial	Probation P.O.
2021987646r	TEST-CASE, JOHN DOE ~ THEFT OF MOTOR VEHICLE FUEL	07/14/2021	Misdemeanor Non Traffic		07/13/2021 Comm Court – City Hall	Open
eFileTest	TEST-CASE, JOHN DOE ~ THEFT	06/17/2021	Misdemeanor Non Traffic		06/17/2021 Arraignment	Open
10210002	ATEST-CASE, STATUS ~ ASSAULT	01/01/2016	Misdemeanor		01/11/2017 Show Cause - Post Trial	Probation P.O.

Results 1 - 5

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 are no cases in the eCourt system associated with the attorney searches, a “No Results Found” message will display.

Case Search by Attorney

Enter First Name, Last Name, and Bar #

First Name*

Last Name*

Washington St. Bar #*

[Search](#) [Clear](#)

No Results Found.

III. Searching Cases Using Advanced Case Search.

A. ePortal Login Credentials Are Required.

1. ePortal login credentials are required to conduct case searches using Advanced Case Search.

B. Initiating Search by Case Number via “Case Search by Attorney” dropdown.

1. Case Search by Attorney can only be initiated from the banner dropdown.
 - a. No corresponding tile-based search is available.
2. The Advanced Case Search allows cases to be searched using a combination of search fields without any of those fields being required.
3. Due to the potential for a large number of returns depending on how the search criteria are defined, it is not recommended this search be used unless a defendant/case cannot be located using other search methods.

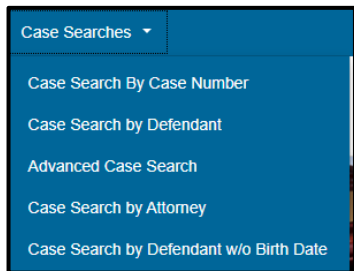
4. Select/click the “Case Searches” in the dropdown on left side of the blue banner under the Municipal Court Seal.

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



- b. The Advanced Case Search allows cases to be searched using a combination of search fields without any of those fields being required.
- c. Due to the potential for a large number of returns depending on how the search criteria are defined, it is not recommended this search be used unless a defendant/case cannot be located using other search methods.

5. Select/click on the “Advanced Case Search” in the “Case Searches” button dropdown.



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

A screenshot of the 'Advanced Case Search' form. The title is 'Advanced Case Search'. Below the title is a note: 'You can search by Case Number, Last Name or Company Name. First name is optional. One or more fields must be entered.' There are four input fields: 'Case Number', 'First Name', 'Last Name', and 'Company Name'. At the bottom, there are two buttons: 'Search' and 'Clear'.

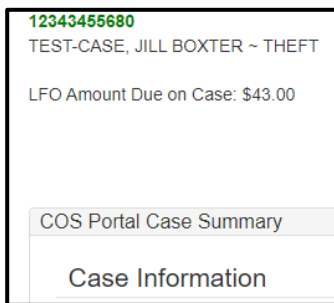
C. Navigating the “[Advanced Case Search](#)” screen

1. Enter the relevant information in at least one of the fields.
 - a. Although no individual field is required, at least one field must be populated with the relevant data.
 - b. The more fields that are populated the smaller and more relevant the results will be.

2. A brief summary of all criminal and eCourt infraction cases filed with Spokane Municipal Court and defendants returned by the search will appear.

Case Number	Case Name	Filing Date	Case Type	Next Event	Previous Event	Status
2001DRUNKFIGHTDV	TEST-CASE, JOHN DOE ~ ASSAULT 4TH DEGREE	09/14/2021	Misdemeanor Non Traffic			Open
12343455680	TEST-CASE, JILL BOXTER ~ THEFT	08/19/2021	Misdemeanor Non Traffic		10/11/2021 Show Cause - Post Trial	Probation P.O.
12000001	TEST-CASE, JILL BOXTER ~ DUI	08/20/2021	Misdemeanor Traffic		08/20/2021 DUI Arraignment	Open
TEST187546541	Test, Thissisa ~ ATTEMPTED VEHICULAR ASSAULT	08/02/2021	Misdemeanor Non Traffic			Open
TEST-NEWCASE	TEST-CASE, JILL BOXTER ~ VEH OPR-REFUSE COMPLY POLICE	08/01/2021	Misdemeanor Non Traffic		08/25/2021 Arraignment	Probation P.O.
2021-0922	AC - 2021-0922	07/22/2021	Animal Control		07/26/2021 Animal Control Hearing	Open
210034567	TEST-CASE, ALBERT ROE ~ NEGLIGENT DRIVING 1ST DEGREE	06/23/2021	Misdemeanor Traffic		06/25/2021 DUI Arraignment	Open
12343455633	TEST-CASE, JILL BOXTER ~ THEFT	06/23/2021	Misdemeanor Non Traffic		07/26/2021 Show Cause - Post Trial	Probation P.O.
1234345569	TEST-CASE, JOHN DOE ~ DISORDERLY CONDUCT	06/24/2021	Misdemeanor Non Traffic		10/11/2021 Show Cause - Pre-Trial	Open

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.



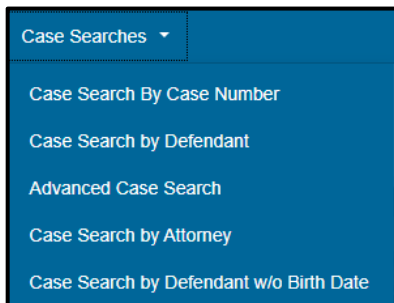
IV. Searching Cases Using Case Search by Defendant w/o Birth Date.

A. ePortal Login Credentials Are Required.

1. ePortal login credentials are required to conduct case searches by Defendant w/o Birth Date.

B. Initiating Search by Case Number via “Case Search by Defendant w/o Birth Date” dropdown.

1. “Case Search by Defendant w/o Birth Date” can only be initiated from the banner dropdown.
 - a. No corresponding tile-based search is available.
2. Select/click on the “Case Search by Defendant w/o Birth Date” in the “Case Searches” button dropdown.



- a. A variant of the “[Case Search by Defendant](#)” screen will appear.

- i. Defendant’s birthdate is no longer a required field.

C. Navigating the “Case Search by Defendant” screen

1. Enter the defendant’s information in the 2 required fields and select/click on the “Search” button below the “Date of Birth” field.
 - a. First name
 - b. Last name
 - i. Birthdate is an optional field.
2. A summary of all the searched defendant’s criminal and infraction cases filed at Spokane Municipal Court will appear.

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

- a. 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.
 - i. The “COS Portal Case Summary” screen will display