

INSTALL JUSTWARE

Click the 'Install Justware Client' from the JusticeWeb site along the right side bar. Take defaults to install Justware to your pc or laptop. Once installed, you can launch Justware from your start programs menu.

Credentials:

Username: **sebco\ccinq**

Password: **D0cuments!**

TO SEARCH A NAME OR CASE NUMBER

Go to the top left corner in the Quick Search box (pink arrow below)

Type in your name (format does not matter can be first name, last name; or just last name) OR

You can type in your case number (format is CV-XXXX-CASE NUMBER-F) or a G if a Greenwood case OR

If you are just checking to see cases filed after the last time you checked, type in CV-2015 and a list of all Civil cases filed in 2015 will show up OR

You can type in the type of case (Debt; Fraud; Divorce; Decedent; Guardianship, etc)

The screenshot shows a web application interface for searching legal cases. On the left is a sidebar with a 'Quick Search' section containing a search box with 'CV-2015' entered. Below this are sections for 'Actions' (Close Session), 'Search' (Case Quick Search, Advanced Case Search, Advanced Name Search), and 'Utilities' (System Reports, CC Docket Calendar). A pink arrow points to the search box. The main content area shows search results for 'CV-2015'. At the top, it says '0 Name record(s) and 82 Case record(s) found for 'CV-2015''. Below this are four case entries, each with a folder icon circled in green and a blue hyper-link. The first entry is for 'SCOT GARDNER, DANNY GARDNER ~ (DJ) Declaratory Judgment Court: CV-2015-60-F CaseID: 15-131'. The second is for 'COLUMBIA INSURANCE GROUP, LAUREN MIESNER ~ (NM) Negligence: Motor Vehicle Court: CV-2015-8-F CaseID: 15-184'. The third is for 'HANNAH MASSEY, CAMRON MASSEY, TY MASSEY, VIRGIL CROUSE ~ (NM) Negligence: Motor Vehicle Court: CV-2015-9-F CaseID: 15-186'. The fourth is for 'WADE BROWN, ERIC A ROY ~ (NM) Negligence: Motor Vehicle Court: CV-2015-10-F CaseID: 15-189'. Each entry includes details like 'CV Open Received' or 'CV Closed Received', the date, the type of case, the court name, and the case ID. A green arrow points to the folder icon in the first entry, and a blue arrow points to the hyper-link.

The search results for CASES, will show the icon of a folder (green circle above) you can click on the blue hyper-link and open the case file

See the screen shot below

The tabs by the pink arrow are how you will navigate through the case. Agencies and Involved parties tab will show you the people involved on the case and what party type they are (green circle) then green arrow, the For column (blue arrow) will show you who the attorney represents

The case number appears in the top bar and also in the Number field of the Agencies tab (red rectangles) the case type also appears in the top bar, in the example below, the case is a Declaratory Judgment

CV Open 1/22/2015 1:42:00 PM Case ID: 15-131 Court: **CV-2015-60-F** **G SCOT GARDNER, DANNY GARDNER ~ (DJ) Declaratory Judgment**

Case Type* CV Status* Open Status Date* 01/22/2015 01:42 PM Received Date* 01/22/2015 Agency Added By* Sebastian County Circuit Court

Agencies and Involved Parties | Charges | Other | Events | Filing Cabinet | Judgment, Sentence and Financials

Agencies

1 of 1

Agency Type*	Agency*	Number	Lead	Active	Notes
Court	Sebastian County Circuit Court (FS)	CV-2015-60-F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Auto-added

Case Involved Parties

1 of 5

Agency	Involvement*	Name*	Active	Active Date	Inactive Date	For	Arrest Date
	Attorney	CHRONISTER, REX - 144	<input checked="" type="checkbox"/>	2/20/2015		GARDNER, DANNY	
	Attorney	PROCTER PIERCE, KELLY A - 878	<input checked="" type="checkbox"/>	1/22/2015		GARDNER, G SCO	
Sebastian County Circuit Court	Judge	Tabor, Stephen - JUDGE6	<input checked="" type="checkbox"/>	1/22/2015			
	Plaintiff	GARDNER, G SCOT	<input checked="" type="checkbox"/>	1/22/2015			
	Defendant	GARDNER, DANNY	<input checked="" type="checkbox"/>	1/22/2015			

If you search on a name, your results will have either a person icon (green circle) or a folder icon (pink circle) You cannot click on the Person Icon, you will get an error message. Only click on the blue hyper-link next to the folder icons to see the case

Enter additional information to refine your search.

gardner



Soundex Name Search



Wildcard Search

2 Name record(s) and 1 Case record(s) found for 'gardner**'



[GARDNER, G SCOT](#)

GARDNER, G SCOT NAMEID: 12088



[GARDNER, DANNY](#)

GARDNER, DANNY NAMEID: 12089



[G SCOT GARDNER, DANNY GARDNER ~ \(DJ\) Declaratory Judgment Court: CV-2015-60-F](#)

CV Open Received: 01/22/2015 DJ ~ (DJ) Declaratory Judgment Occurred: 01/22/2012 CaseID: 15-131 Sebastian County Circuit Court (FS)

Plaintiff: **GARDNER, G SCOT** Defendant: **GARDNER, DANNY**

[CC_Court](#)

To see the documents filed in the case, click on tab Filing Cabinet (TOP green circle)

To see the document in the preview pane (on the right side/green circle) SINGLE click on the document name on the left side (see blue line highlight)

If you want to see the full document, DOUBLE click on the Document Name, if you need to print the document, in the pop up window with the document, click on the printer icon at the top toolbar

If you want to see any notes about the Document Name, click on the Properties tab (pink arrow)

The screenshot displays a web-based interface for managing legal documents. At the top, there are several tabs: 'Agencies and Involved Parties', 'Charges', 'Other', 'Event', 'Filing Cabinet', and 'Judgment, Sentence and Financials'. The 'Filing Cabinet' tab is highlighted with a green circle. Below the tabs is a toolbar with buttons for 'Generate Doc', 'New Folder', 'Add File(s)', and 'More'. A search bar labeled 'Search Filing Cabinet' is on the right. Below the toolbar is a 'Home' button and a table of documents. The table has columns for 'Date', 'Name*', 'Type*', and 'Notes'. The first row is highlighted in blue. To the right of the table is a preview pane with tabs for 'Preview', 'Properties', and 'Involvements'. The 'Preview' tab is highlighted with a green circle. A pink arrow points to the 'Properties' tab. The preview pane shows a document titled 'PETITION FOR DECLARATORY JUDGMENT' with case number 'CV-15-0060'. The document text includes 'IN THE CIRCUIT COURT OF SEBASTIAN COUNTY, ARKANSAS', 'PORT SMITH DISTRICT', 'CIVIL DIVISION', 'G. SCOT GARDNER', 'DANNY GARDNER', and 'PETITIONER', 'RESPONDENT'. A stamp in the top right of the document reads 'FILED FT SMITH DIST. JUN 22 PM 1:42'. At the bottom of the preview pane, it says 'Comes now the Petitioner, G. Scot Gardner, by and through his'.

Date	Name*	Type*	Notes
	CT Admin		
1/22/2015	CV-201500060-A-F 00010 PETITION 20150126 013546.tif	Petition	
1/28/2015	CV-201500060-A-F 00020 REQUEST FOR ADMISSION 20150126 013546.tif	Request for Admissions	
2/10/2015	CV-201500060-A-F 00030 SUMMONS RETURN 20150212 110220 043628.tif	Summons	summons serve
2/20/2015	CV-201500060-A-F 00040 ANSWER 20150220 043628.tif	Answer	
2/27/2015	CV-201500060-A-F 00050 RESPONSE 20150302 092705.tif	Response	
4/15/2015	CV-201500060-A-F 00060 ATTY PROCTER-PIERCE LTR 20 Attorney Letter	Attorney Letter	
4/15/2015	CV-201500060-A-F 00070 COURT LTR TO ATTYS 20150416 042533.tif	Court Letter	
4/15/2015	CV-201500060-A-F 00080 ATTY LTR TO COURT 20150416 042533.tif	Attorney Letter	
4/16/2015	CV-201500060-A-F 00090 ATTY LTR 20150416 042533.tif	Attorney Letter	
4/16/2015	CV-201500060-A-F 00100 COURTS LTR 20150416 042533.tif	Court Letter	
	Judges Office		

TO SEE JUDGMENT ON A CASE

Go to tab Judgment, Sentence and Financials (green circle)

Go to tab Judgment (pink circle)

The Payors and Payees tab (blue circle) will show you what each party is by the check mark in the columns to the right of the name (purple arrows)

The screenshot displays a software interface for managing legal cases. At the top, a navigation bar includes tabs for 'Agencies and Involved Parties', 'Charges', 'Other', 'Events', 'Filing Cabinet', 'Judgment, Sentence and Financials', 'Sentence', 'Financials', 'Adjusting Entry', 'Bond Management', 'Judgment', and 'FTA Warrant Bond Information'. The 'Judgment, Sentence and Financials' tab is highlighted with a green circle, and the 'Judgment' sub-tab is highlighted with a pink circle. Below the navigation bar, a table shows judgment details:

Type*	Date/Time*	\$ Amount \$
Judgment	6/15/2015 8:10 AM	\$9,534.68

Below this table, the 'Payors and Payees' tab is highlighted with a blue circle. This tab contains a table with columns for 'Involved Person*', 'Email', 'Payor (Debtor)', 'Payee (Secured Party)', 'Assignor', 'Assignee', and 'Notes'. Four purple arrows point to the 'Payor (Debtor)', 'Payee (Secured Party)', 'Assignor', and 'Assignee' columns. The data in the table is as follows:

Involved Person*	Email	Payor (Debtor)	Payee (Secured Party)	Assignor	Assignee	Notes
CINCINNATI INSURANCE COM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ROJAS, KEVIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ROJAS, MARVIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NAVARRO, MARENA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	