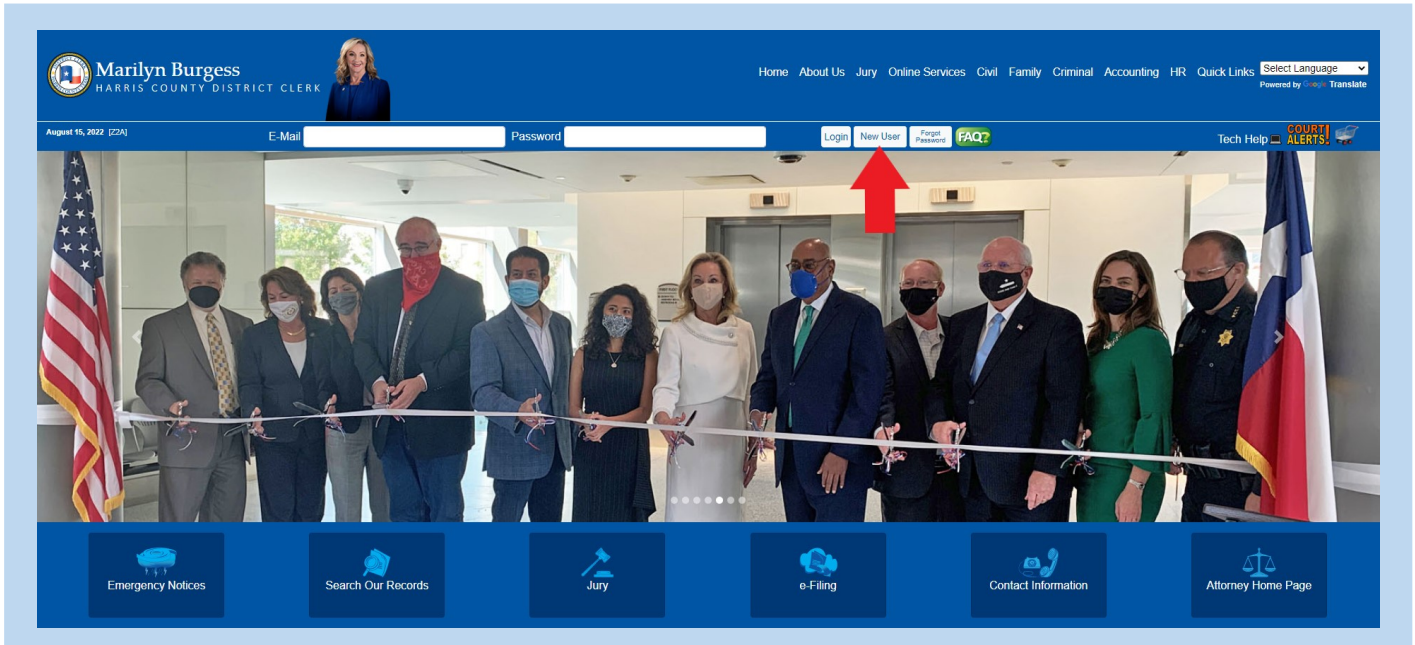


How to Search for Your Case Online

To view information about your ongoing **Family, Civil, or Criminal case**, including the status and documents filed, visit hcdistrictclerk.com. The following guide will walk you through the steps for using the clerk's website to search for District Court records and documents.

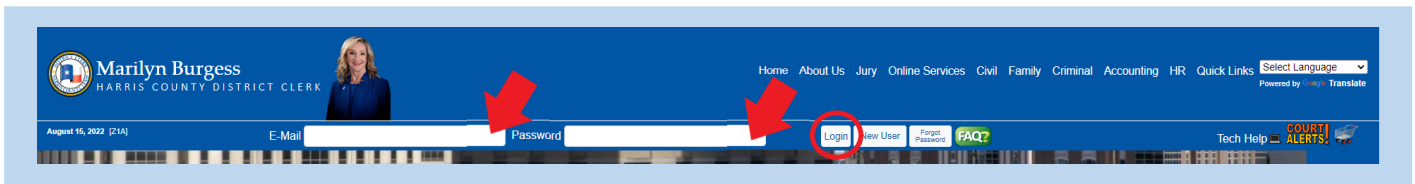
Step 1: To view records, you must create an account first. To create login credentials, click on "New User."



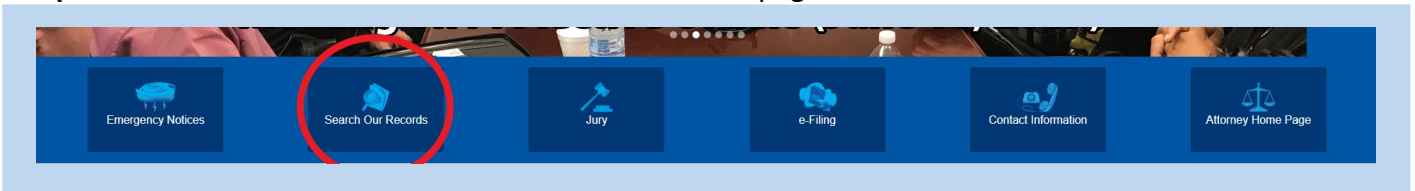
Step 2: Your information is required to create an account. The red asterisks indicate required fields. Make sure to provide an accurate email address, a password will be emailed to this account.

The image shows the 'New User Registration' form on the website. The form is titled 'New User Registration' and includes a warning: 'Warning: Supplying false individual information is unlawful and may result in civil and criminal penalties. * indicates required field'. The form is divided into two columns of input fields. The left column includes: Name* (Last, First Middle Initial), Email* (Will be used as your login ID), Phone* (with area code and number fields), Ext., Local/Toll-Free Fax, Country (dropdown menu), and e-Docs Mailing List checkbox. The right column includes: Street Number* (with Street # or words 'PO BOX'), Street #, Street Name* (Street Name or PO BOX number), Street Line 2, City, State/Province (dropdown menu), or Other State, Zip (U.S. only), and Postal Code.

Step 3: Login with the email you provided at registration. Enter the password automatically generated and sent to your inbox by dcsa@hcdistrictclerk.com.

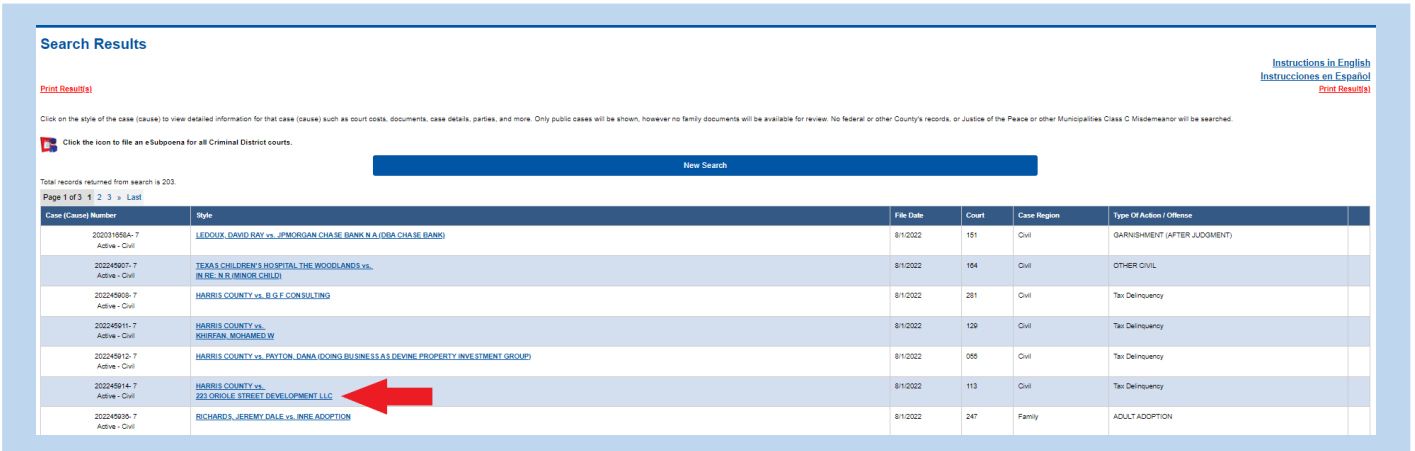


Step 4: Click on “Search Our Records” found on the main page.

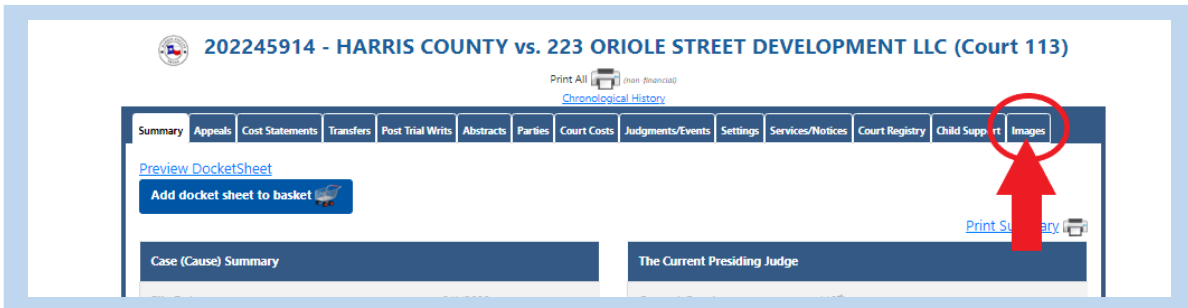


Step 5: Select Civil/Family or Criminal according to your case region.

Step 6: Search Results will retrieve case (cause) number, style, file date, court number, case region, and type of action/offense. Click the Style for the case you wish to view.



Step 7: A case summary with tabs will open. Click the “Images” tab to view a list of documents filed in the case. Only non-confidential civil documents are available to the public.



Step 8: To view the document, click the highlighted “Image No.” The “Add to Basket” button will allow you to purchase digital non-certified copies.

