

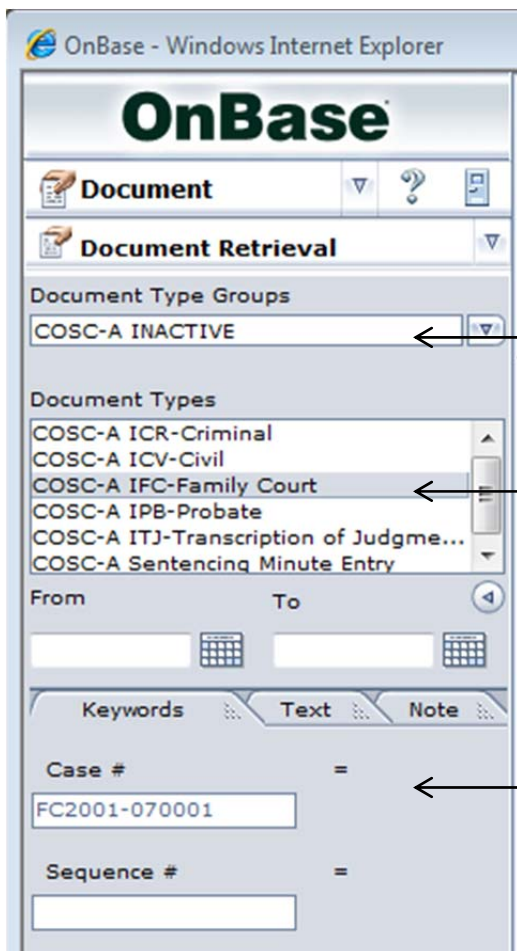
OnPace with OnBase Tip

Retrieving Pre-2002 Case Records

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Pre-2002 case records are being scanned and after image quality checks are completed, the paper files are no longer available. To access these imaged records, log into OnBase directly (go to <http://edm.coc.maricopa.gov>), and use the following instructions to retrieve the images.

Although the document type group is labeled "INACTIVE", it also contains documents for many active cases if they were initiated prior to January 2002.



The screenshot shows the OnBase web interface within a Windows Internet Explorer browser window. The page title is "OnBase". Below the title bar, there are several sections:

- Document**: A dropdown menu currently set to "Document".
- Document Retrieval**: A dropdown menu.
- Document Type Groups**: A dropdown menu currently set to "COSC-A INACTIVE".
- Document Types**: A list of document types including "COSC-A ICR-Criminal", "COSC-A ICV-Civil", "COSC-A IFC-Family Court", "COSC-A IPB-Probate", "COSC-A ITJ-Transcription of Judgme...", and "COSC-A Sentencing Minute Entry".
- From** and **To**: Two input fields with calendar icons.
- Keywords**: A section with tabs for "Keywords", "Text", and "Note".
- Case #**: An input field containing "FC2001-070001".
- Sequence #**: An empty input field.

Under Document Type Groups, select *COSC-A INACTIVE*

Under Document Types, select *COSC-A IFC – Family Court*

Enter the Case # formatted as:
FC2003-001234 (two letters, four digit year, dash, six digit case number. If the case is prior to 1987, it may be formatted with zeros for the case year (eg. DR0000-123456).

Inactive Case Records Search Results

Search results for documents in the Inactive Document Type Group appear with case number and sequence number keywords in the results string. Generally speaking, the highest sequence number is equivalent to the oldest file date in the case, and the lowest sequence number is equivalent to the most recent file date.

Double click on one of the results string to view an image.

The screenshot shows the OnBase search interface in a Windows Internet Explorer browser. The left sidebar contains the following sections:

- Document** (with a dropdown menu)
- Document Retrieval** (with a dropdown menu)
- Document Type Groups**: A dropdown menu showing "COSC-A INACTIVE".
- Document Types**: A list of document types including "COSC-A ICR-Criminal", "COSC-A ICV-Civil", "COSC-A IFC-Family Court", "COSC-A IPB-Probate", "COSC-A ITJ-Transcription of Judgme...", and "COSC-A Sentencing Minute Entry".
- From** and **To** date fields with calendar icons.
- Keywords** section with tabs for "Text" and "Note". It includes fields for "Case #", "Sequence #", and "Batch Name", each followed by an equals sign and a text input box. The "Case #" field contains "FC2001-070001".

The main search results pane displays a list of 21 search results, each following the format: "Case Number - Sequence Number - Date - Document Type Group - Document Type". The results are:

- FC2001-070001 - 1 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 2 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 3 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 4 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 5 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 6 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 7 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 8 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 9 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 10 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 11 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 12 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 13 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 14 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 15 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 16 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 17 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 18 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 19 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 20 - 08/03/2012 - COSC-A IFC-Family Court
- FC2001-070001 - 21 - 08/03/2012 - COSC-A IFC-Family Court

A callout box with the text "Sequence Number" is positioned over the 11th result, with an arrow pointing to the sequence number "11" in that result string.

For assistance with pre-2002 case records email Fileroom-CSC@cosc.maricopa.gov.