

NEW NAME SEARCH POLICY

(Effective August 20, 2021)

Court staff is prohibited from using the full DOB (MO/DY/YR) when performing a name search for third parties and can only use month and year of birth for these requests, even if provided the full DOB. In light of this new fact, we are amending our name search practice as follows:

1. We **cannot** search names with **full** DOB for the public;
2. We will perform 1 name search at the counter or over the phone, but without using the full DOB as a search criteria;
3. We will **not** accept **lists** of names to search or perform more than one name search, whether in person at our counter or over the phone, however, you may use our kiosks or our web page where you can conduct a name search using the month and year of birth;
4. Please note that the Clerk's Office will no longer accept lists of case numbers to run. However, if given a list of case numbers, we will pull five (5) case files per day and make them available to you, so that you may review the file to determine which case(s) is/are pertinent to your search.