



Dauphin County  
PUBLIC ACCESS

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**Dauphin County  
e-Government Services  
Deeds and Prothonotary**

**USER GUIDE  
Version 1.0  
04/18/05**

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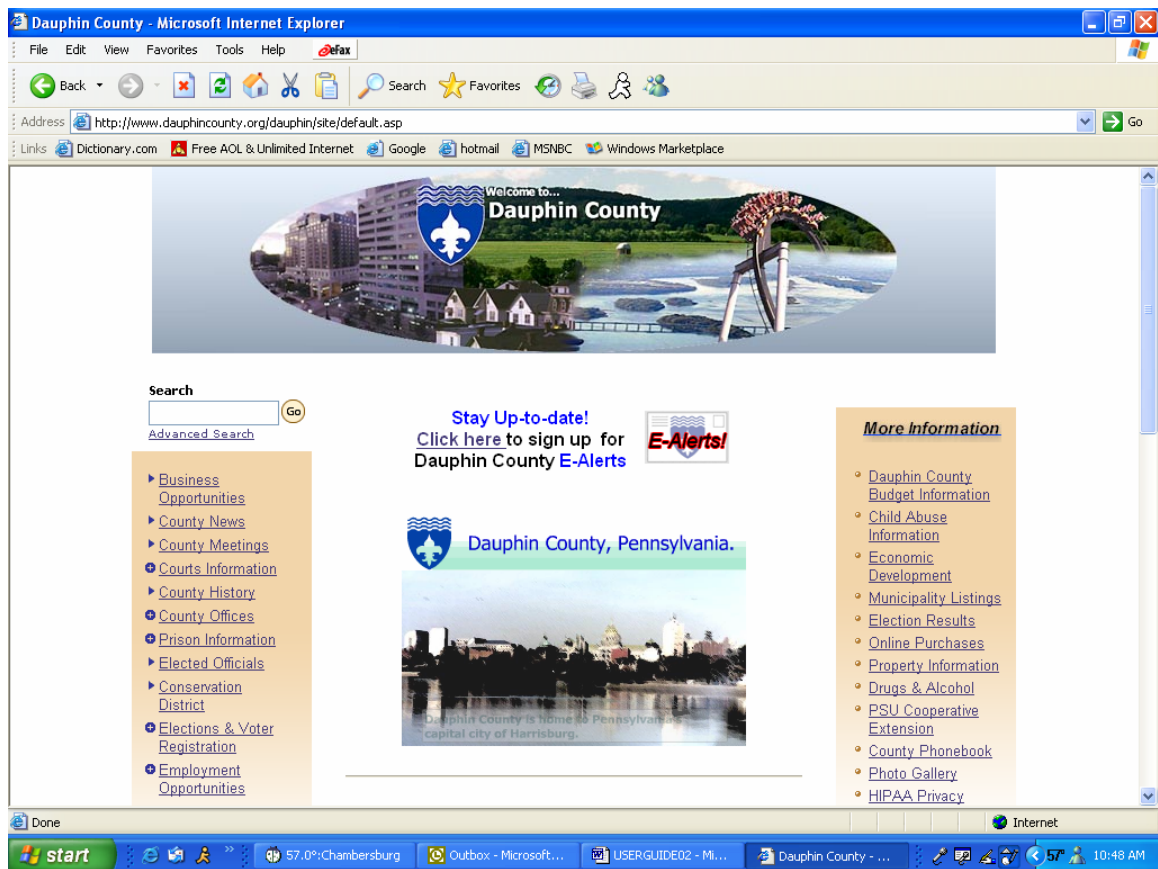
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**This service will save you a significant amount of time and money by reducing the number of trips to the courthouse while giving you direct access to the data you need, whenever you need it.**



## ACCESS:



Your first step is to access the internet and go to this website:  
[www.dauphincounty.org](http://www.dauphincounty.org).

*RECOMMENDATION: It's recommended you add this to your favorites to save you time.*

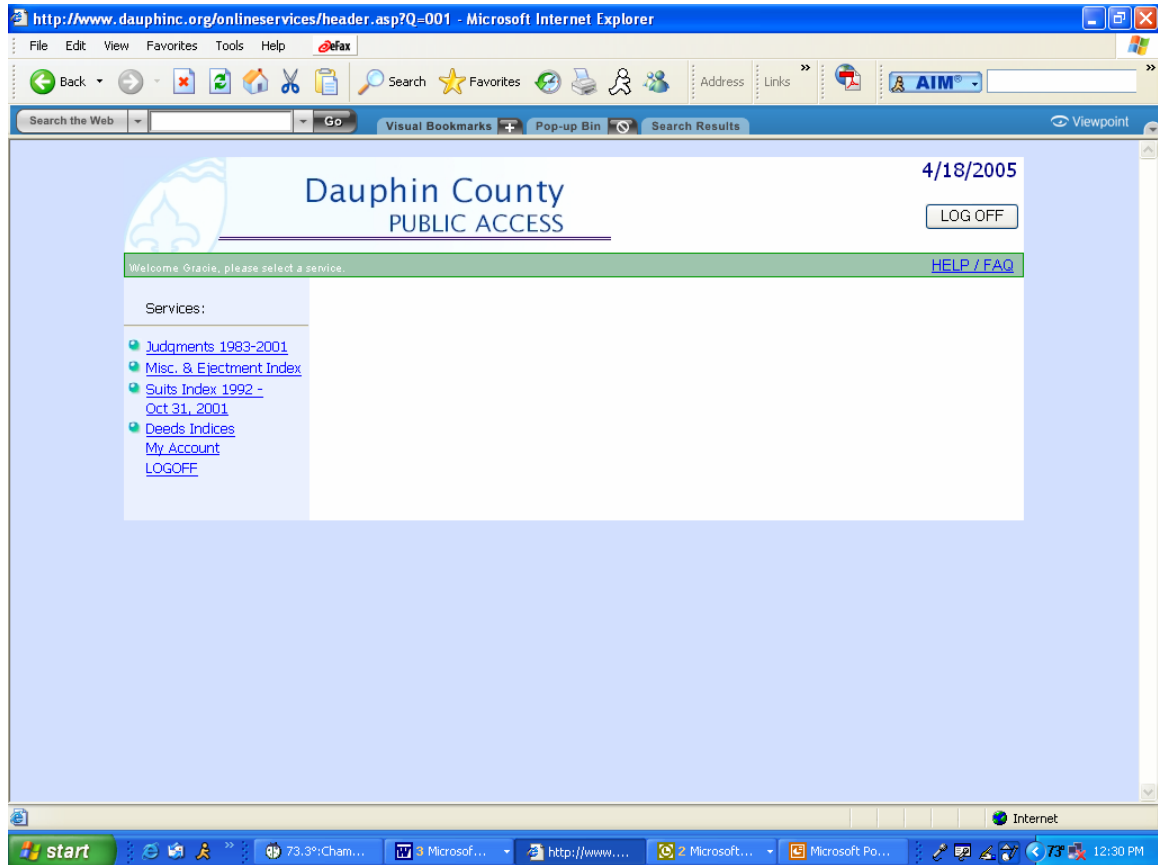
Next, click on the automated banner labeled "Dauphin County Public Access & Please Click Here for eGovernment Services".

Then, set-up your account by clicking "New User? Click here to register," and fill in the required fields.

The Dauphin County Web Usage Policy will be displayed. Read it carefully before clicking "Accept".

## START YOUR SEARCH:

- You can select any one these four options to start your search inquiry.



### ***Judgments 1983-2001***

*NOTE: The more specific the criteria the less time to produce your results.*

*NOTE: The Judgment Index information you are about to view was last updated on October 31, 2001. All information while believed to be correct; should be verified.*

1. Input defendant information
  - Last name/business name
  - First name is optional
  - Click Submit button
2. Results Returned
  - Search Results – defendant/business name
  - Docket Number
3. To select another service, click on the link under services listed on the left side of the screen.

4. To logoff, click the logoff link under services listed on the left side of the screen.

## **Misc. & Ejectment Index**

*Note: These images will display in Adobe.*

*Note: This information are images directly from the Hardcopy Book*

1. Please select an ejectment book below
  - +1785 – June 30, 1973
  - +July 1, 1973 to Dec 31, 1991
2. Select the letter that matches the last name [Adobe will open] then select Index under bookmarks of Adobe or select one of the other options in the bookmarks of Adobe to perform your search.
3. To select another service, click on the link under services listed on the left side of the screen.
4. To logoff, click the logoff link under services listed on the left side of the screen.

## **Suits Index 1992–Oct 31, 2001**

1. Search can be preformed either by name (default) or docket number.
  - a. Name Search is the default or select
  - b. Docket Search
    - i. Case Num
    - ii. Suffix
    - iii. Docket Code
    - iv. Docket Year
2. Input criteria then click Submit button
3. Results Returned
  - Index
  - Index Name and Other Party / Nature of Proceeding
  - Docket No and Date of Action
  - PFA
  - PD
4. To select another service, click on the link under services listed on the left side of the screen.
5. To logoff, click the logoff link under services listed on the left side of the screen.

## **Deeds–Indices Search**

*Note: Don't forget to read the "Data current as of ..." This date is updated constantly*

1. Input your information based on the open fields.
  - a. Filed Date
  - b. Last Name/Business Name
  - c. First Name (optional)
2. Search As
  - a. Grantor
  - b. Grantee
  - c. Grantor + Firm
  - d. Grantee + Firm
3. Returned Results for Grantor
  - a. Last name, First name
  - b. Book
  - c. Page
  - d. File No.
  - e. File Date
4. Returned Results for Grantee
  - a. Last name, First name
  - b. Book
  - c. Page
  - d. File No.
  - e. File Date
5. To select another service, click on the link under services listed on the left side of the screen.
6. To logoff, click the logoff link under services listed on the left side of the screen.

## **HELP/FAQ**

The HELP/FAQ button is located on the right hand side of your screen. There are several options to select to assist you with your inquiry. They are;

- User Account Logon
- Subscription Renewal
- Contact
- FAQ - Prothonotary Judgements
- FAQ - Prothonotary Ejectments and Miscellaneous
- FAQ - Prothonotary Suits
- FAQ – Deeds

## LOGOFF

*Note: If you forget to logoff, the next time you login you will receive this message and need to follow the instructions "Our system shows that YOU are currently signed onto the system. [Click here](#) to log off the currently active session and logon with your new session. "*

1. Be sure to select the LOGOFF button before exiting or you will remain LOGGED ON.
2. Once you select the LOGOFF button, you will return to the home page where it will ask you to Please Logon.