



*The Spartan Defense Attorney Inquiry web portal allows attorneys to view all warrants on cases assigned to them. Attorneys can find warrants by defendant name, warrant number, indictment number, law enforcement case number (e.g., incident number), and by assigned prosecutor.*

## Contents

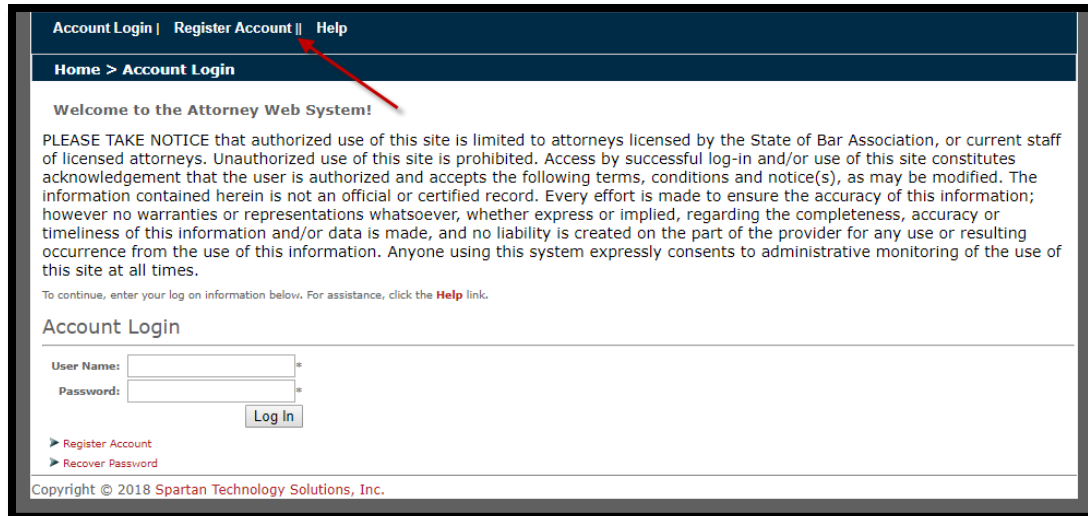
|  |    |
|--|----|
| Creating a New User Account .....                        | 1  |
| Logging into the System .....                            | 4  |
| Discovery Acknowledgement .....                          | 5  |
| <b>Searching Cases by My Warrants</b> .....              | 6  |
| Viewing Case Details: Downloading Discovery .....        | 7  |
| To Open/Save an Image, Document, or Video .....          | 8  |
| Viewing Case Details & Related Cases .....               | 8  |
| Searching Cases By Defendant .....                       | 9  |
| Search Cases By Warrant .....                            | 9  |
| Search Cases By Prosecutor .....                         | 10 |
| Troubleshooting the Internet Explorer (IE) browser ..... | 11 |

## Creating a New User Account

The Defense Attorney Inquiry web portal requires users to log in with a user name and password; only registered attorneys may use this application.

**NOTE:** The portal locates warrants by matching the user name entered during the log-on process with the attorney user name stored in PCMS. Therefore, **the user name must be entered in the Prosecutor’s system first** before a user can log in. Contact Prosecutor’s office directly to verify that user name has been entered into their system.

1. Click **Register Account** on the Defense Attorney Inquiry log in page.



Account Login | Register Account || Help

Home > Account Login

Welcome to the Attorney Web System!

PLEASE TAKE NOTICE that authorized use of this site is limited to attorneys licensed by the State of Bar Association, or current staff of licensed attorneys. Unauthorized use of this site is prohibited. Access by successful log-in and/or use of this site constitutes acknowledgement that the user is authorized and accepts the following terms, conditions and notice(s), as may be modified. The information contained herein is not an official or certified record. Every effort is made to ensure the accuracy of this information; however no warranties or representations whatsoever, whether express or implied, regarding the completeness, accuracy or timeliness of this information and/or data is made, and no liability is created on the part of the provider for any use or resulting occurrence from the use of this information. Anyone using this system expressly consents to administrative monitoring of the use of this site at all times.

To continue, enter your log on information below. For assistance, click the **Help** link.

Account Login

User Name:

Password:

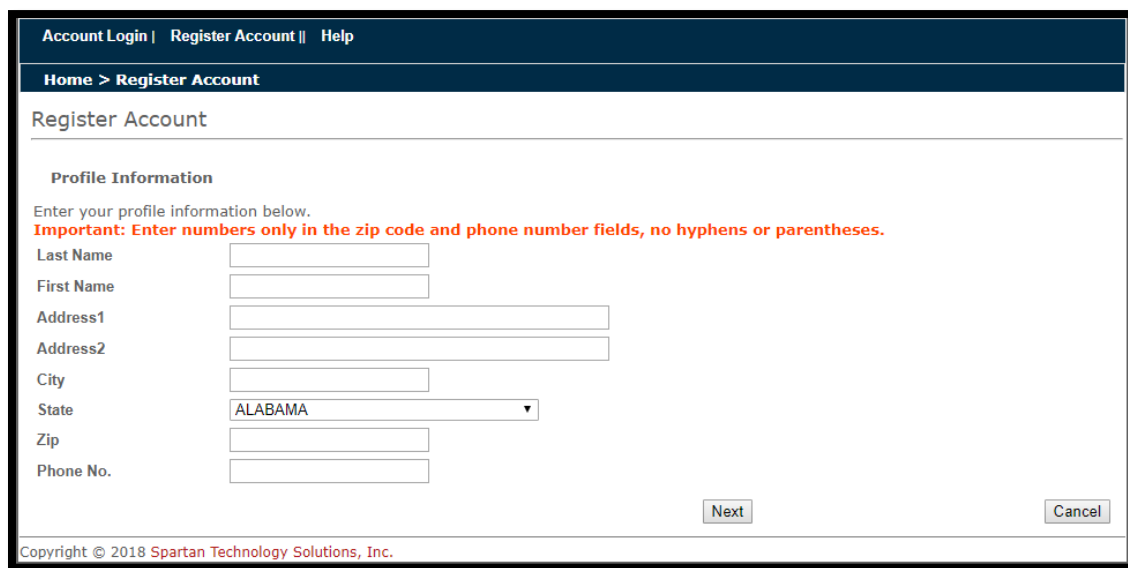
Log In

[Register Account](#)

[Recover Password](#)

Copyright © 2018 Spartan Technology Solutions, Inc.

2. Complete all fields in screen below (do not enter dashes for phone number), then click **Next**.



Account Login | Register Account || Help

Home > Register Account

Register Account

Profile Information

Enter your profile information below.

**Important: Enter numbers only in the zip code and phone number fields, no hyphens or parentheses.**

Last Name

First Name

Address1

Address2

City

State

Zip

Phone No.

Next

Cancel

Copyright © 2018 Spartan Technology Solutions, Inc.

3. Create user name, password, enter work email address, select security question, provide answer, and check if in good standing with SCBar. Click **Register** when complete.



The screenshot shows the 'Register Account' page. At the top, there are navigation links: 'Account Login | Register Account || Help'. Below that is a breadcrumb trail: 'Home > Register Account'. The main heading is 'Register Account'. Underneath is the 'Account Information' section with the following fields: 'User Name:', 'Password:', 'Confirm Password:', 'E-mail:', 'Security Question:' (with a dropdown menu showing 'What is your Mother's maiden name?'), and 'Security Answer:'. A note below the security question reads: 'If you forget your password you will be asked the security question you choose here and prompted to enter the answer you specify below.' There is also a checkbox for 'Are you in good standing with SCBar?'. At the bottom right, there are 'Previous' and 'Register' buttons. The footer contains the copyright notice: 'Copyright © 2018 Spartan Technology Solutions, Inc.'

4. A successful registration displays message below:

The screenshot shows the 'Registration Complete' message. At the top, there are navigation links: 'Account Login | Register Account || Help'. Below that is a breadcrumb trail: 'Home > Register Account'. The main heading is 'Register Account'. The message reads: 'Registration Complete' followed by 'Thank you for submitting your account request. You will be contacted once the request has been approved.' At the bottom right, there is a 'Continue' button. The footer contains the copyright notice: 'Copyright © 2018 Spartan Technology Solutions, Inc.'

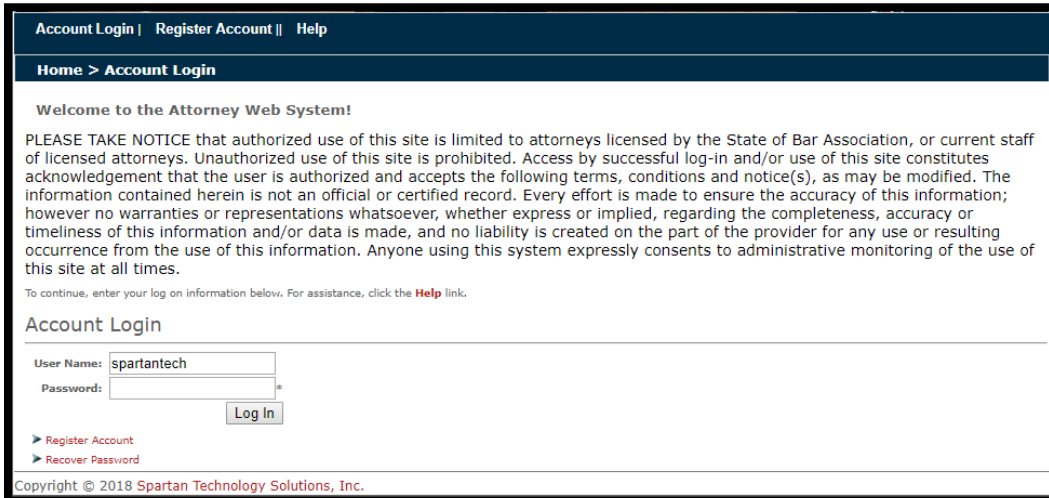
**NOTE:** An error message will display if any of the info is entered incorrectly or if the user name has not first been registered with the Prosecutor's Office, as noted previously.

5. Although clicking **Continue** will return to the login screen, the new account will not be active until registration has been approved. Only those with admin access within the Prosecutor's office can approve new registrations.

## Logging into the System

1. Once notified that the account has been approved, enter user name and password in appropriate fields.
2. Click **Log In**.

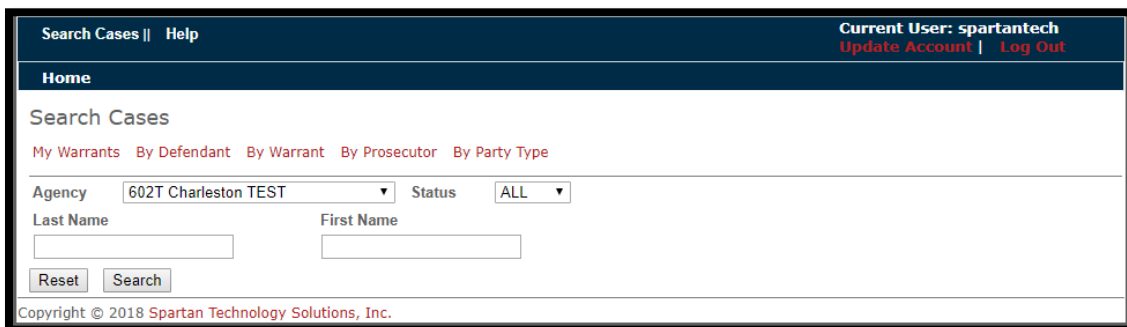
**Note:** Passwords are case-sensitive; the password **TEST** is not the same as **test**. Also note that the password does not display for security reasons.



The screenshot shows the 'Account Login' page. At the top, there are navigation links: 'Account Login | Register Account | Help'. Below this is a breadcrumb trail: 'Home > Account Login'. A welcome message reads: 'Welcome to the Attorney Web System!'. A disclaimer follows: 'PLEASE TAKE NOTICE that authorized use of this site is limited to attorneys licensed by the State of Bar Association, or current staff of licensed attorneys. Unauthorized use of this site is prohibited. Access by successful log-in and/or use of this site constitutes acknowledgement that the user is authorized and accepts the following terms, conditions and notice(s), as may be modified. The information contained herein is not an official or certified record. Every effort is made to ensure the accuracy of this information; however no warranties or representations whatsoever, whether express or implied, regarding the completeness, accuracy or timeliness of this information and/or data is made, and no liability is created on the part of the provider for any use or resulting occurrence from the use of this information. Anyone using this system expressly consents to administrative monitoring of the use of this site at all times. To continue, enter your log on information below. For assistance, click the [Help](#) link.'

The 'Account Login' section contains a 'User Name' field with 'spartantech' entered, a 'Password' field with a masked password, and a 'Log In' button. Below the fields are links for 'Register Account' and 'Recover Password'. The footer of the page reads: 'Copyright © 2018 Spartan Technology Solutions, Inc.'

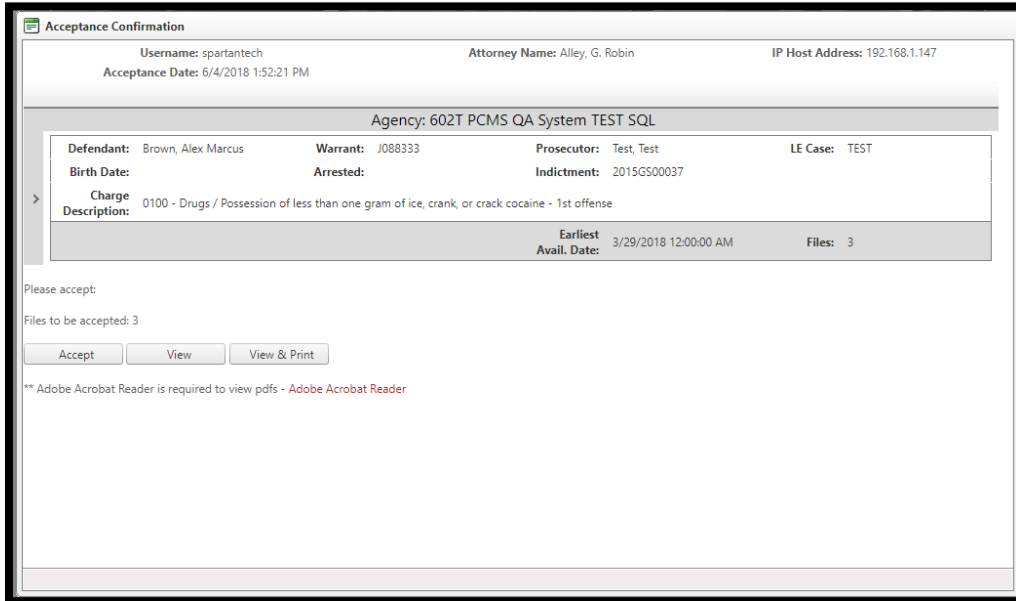
3. If the log in is successful, the main search screen displays:



The screenshot shows the 'Search Cases' page. At the top, there are navigation links: 'Search Cases | Help'. On the right side, the current user is identified: 'Current User: spartantech' with links for 'Update Account' and 'Log Out'. Below this is a breadcrumb trail: 'Home'. The main heading is 'Search Cases'. There are several filter tabs: 'My Warrants', 'By Defendant', 'By Warrant', 'By Prosecutor', and 'By Party Type'. The 'Agency' dropdown is set to '602T Charleston TEST' and the 'Status' dropdown is set to 'ALL'. There are input fields for 'Last Name' and 'First Name'. Below these fields are 'Reset' and 'Search' buttons. The footer of the page reads: 'Copyright © 2018 Spartan Technology Solutions, Inc.'

## Discovery Acknowledgement

When a Defense Attorney logs on to the Inquiry web portal - **if any new discoveries have been made available to them** - a pop-up window will appear:



Acceptance Confirmation

Username: spartantech      Attorney Name: Alley, G. Robin      IP Host Address: 192.168.1.147  
Acceptance Date: 6/4/2018 1:52:21 PM

Agency: 602T PCMS QA System TEST SQL

|                     |   |                       |                       |             |             |          |      |
|---------------------|---|-----------------------|-----------------------|-------------|-------------|----------|------|
| Defendant:          | Brown, Alex Marcus  | Warrant:              | J088333               | Prosecutor: | Test, Test  | LE Case: | TEST |
| Birth Date:         |   | Arrested:             |                       | Indictment: | 2015GS00037 |          |      |
| Charge Description: | 0100 - Drugs / Possession of less than one gram of ice, crank, or crack cocaine - 1st offense |                       |                       |             |             |          |      |
|                     |   | Earliest Avail. Date: | 3/29/2018 12:00:00 AM | Files:      | 3           |          |      |

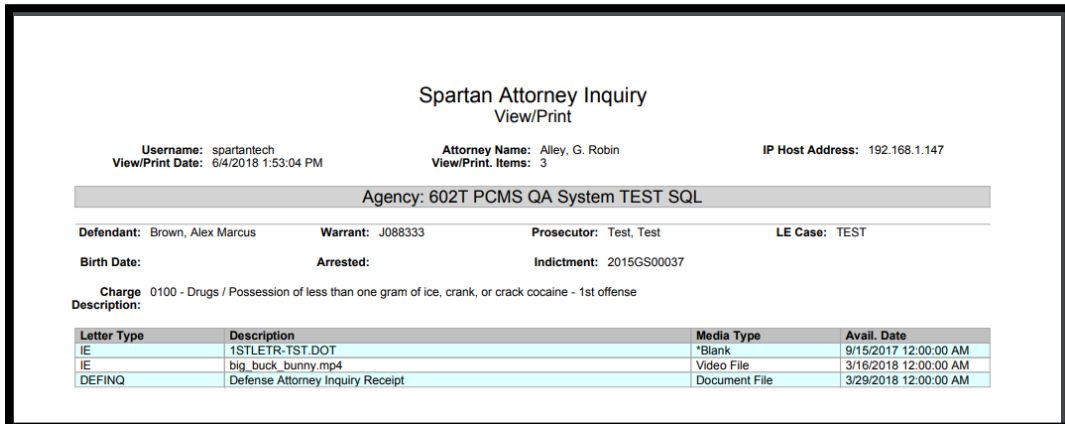
Please accept:

Files to be accepted: 3

\*\* Adobe Acrobat Reader is required to view pdfs - [Adobe Acrobat Reader](#)

This screen will show information related to the case such as the name of the Defendant, the warrant #, Prosecutor, etc.

1. Select **View & Print** to both read and print a receipt for the files (discoveries) to be accepted.



Spartan Attorney Inquiry  
View/Print

Username: spartantech      Attorney Name: Alley, G. Robin      IP Host Address: 192.168.1.147  
View/Print Date: 6/4/2018 1:53:04 PM      View/Print. Items: 3

Agency: 602T PCMS QA System TEST SQL

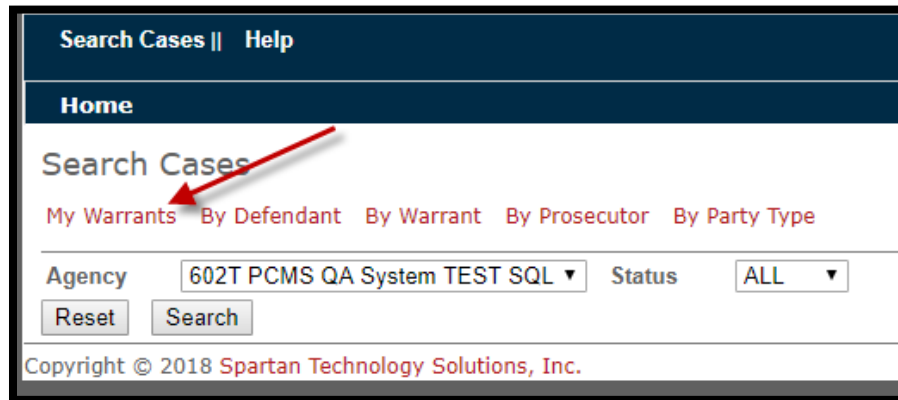
|                     |   |           |         |             |             |          |      |
|---------------------|---|-----------|---------|-------------|-------------|----------|------|
| Defendant:          | Brown, Alex Marcus  | Warrant:  | J088333 | Prosecutor: | Test, Test  | LE Case: | TEST |
| Birth Date:         |   | Arrested: |         | Indictment: | 2015GS00037 |          |      |
| Charge Description: | 0100 - Drugs / Possession of less than one gram of ice, crank, or crack cocaine - 1st offense |           |         |             |             |          |      |

| Letter Type | Description                      | Media Type    | Avail. Date           |
|-------------|----------------------------------|---------------|-----------------------|
| IE          | 1STLETR-TST.DOT                  | *Blank        | 9/15/2017 12:00:00 AM |
| IE          | big_buck_bunny.mp4               | Video File    | 3/16/2018 12:00:00 AM |
| DEFINQ      | Defense Attorney Inquiry Receipt | Document File | 3/29/2018 12:00:00 AM |

2. Click **Accept** to send a receipt that confirms that the discoveries have been accepted; users may now use the search screen within the DA Inquiry portal.
3. To review the new discoveries, search for this case by warrant number, name of defendant, or click My Warrants.

## Searching Cases by My Warrants

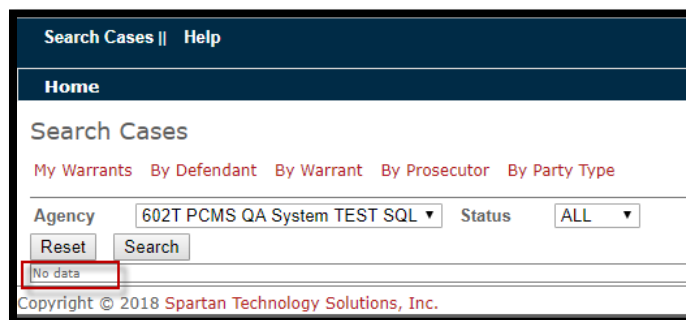
1. Select the **My Warrants** tab, select Agency and Status **ALL**, **OPEN**, or **CLOSED** warrants.) Click **Search** to view list of all open cases assigned to the defense attorney associated with the login.



The screenshot shows the 'Search Cases' interface with the following elements:

- Header: Search Cases || Help
- Home link
- Search Cases title
- Navigation tabs: My Warrants (selected), By Defendant, By Warrant, By Prosecutor, By Party Type
- Agency dropdown: 602T PCMS QA System TEST SQL
- Status dropdown: ALL
- Buttons: Reset, Search
- Footer: Copyright © 2018 Spartan Technology Solutions, Inc.

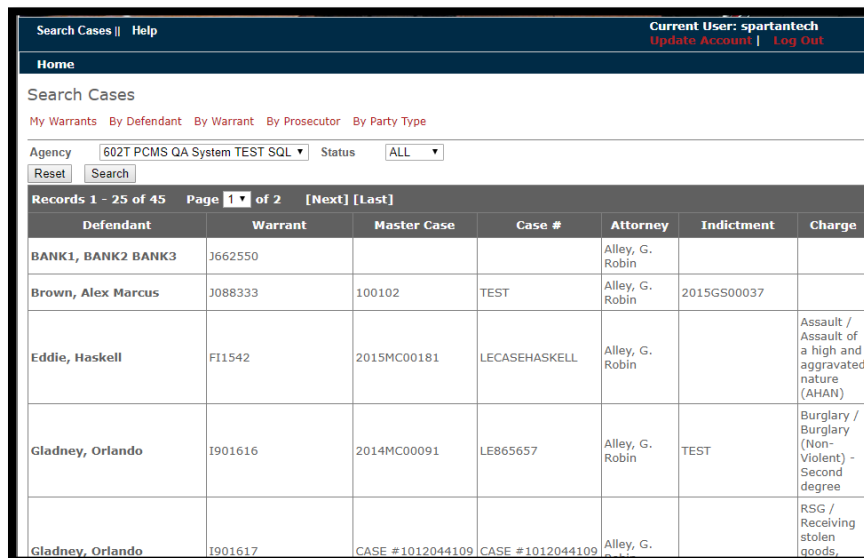
2. If the attorney has no current warrants assigned to him, this message will be received:



The screenshot shows the 'Search Cases' interface with the following elements:

- Header: Search Cases || Help
- Home link
- Search Cases title
- Navigation tabs: My Warrants, By Defendant, By Warrant, By Prosecutor, By Party Type
- Agency dropdown: 602T PCMS QA System TEST SQL
- Status dropdown: ALL
- Buttons: Reset, Search
- Message: No data (highlighted in a red box)
- Footer: Copyright © 2018 Spartan Technology Solutions, Inc.

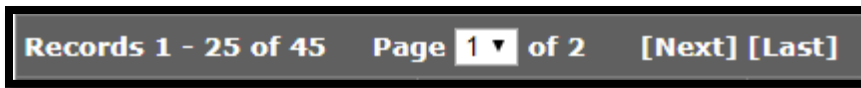
3. If there are current warrants, they will be displayed – 25 records to a page.



The screenshot shows the 'Search Cases' interface with a table of search results. The table has the following columns: Defendant, Warrant, Master Case, Case #, Attorney, Indictment, and Charge. The table displays 5 records.

| Defendant          | Warrant | Master Case      | Case #           | Attorney        | Indictment  | Charge   |
|--------------------|---------|------------------|------------------|-----------------|-------------|--|
| BANK1, BANK2 BANK3 | J662550 |                  |                  | Alley, G. Robin |             |  |
| Brown, Alex Marcus | J088333 | 100102           | TEST             | Alley, G. Robin | 2015GS00037 |  |
| Eddie, Haskell     | F11542  | 2015MC00181      | LECASEHASKELL    | Alley, G. Robin |             | Assault / Assault of a high and aggravated nature (AHAN) |
| Gladney, Orlando   | I901616 | 2014MC00091      | LE865657         | Alley, G. Robin | TEST        | Burglary / Burglary (Non-Violent) - Second degree        |
| Gladney, Orlando   | I901617 | CASE #1012044109 | CASE #1012044109 | Alley, G. Robin |             | RSG / Receiving stolen goods                             |








- If the search pulls up more than 25 warrants, a navigation bar will appear showing how many pages of information have been pulled up:



- To view detailed information on a specific case – select the **Defendant** in the first column; the **Case Details** screen will appear.

## Viewing Case Details: Downloading Discovery

The Case Details screen shows all the available details and discoveries (filings) available on the case:

-  **Defendants:** Name, DOB, address, arrest date
-  **Charges:** Code, description, date charged, indictment #
-  **Parties:** Any associated individual, such as Defense Attorney, witnesses, etc.
-  **Activities:** Discovery Prepared/Received, Disposition, Plea Offer Made, etc.
-  **Events:** Merits Hearing, First Appearance, etc.
-  **Filings:** All Discoveries that has been made available through the Inquiry
-  **Related Cases:** Cases that share information as the current case.



Search Cases | Help Current User: spartantech  
Update Account | Log Out

Home > Search Cases > Case Details

Case #: J088333      Case SubType:  
 Agency: 16001      Status: PNDG  
 Stat. Desc.: Pending      Status Date: 7/13/2012  
 Filed: 7/09/2010      Transferred: 7/13/2012  
 Received: 7/09/2010      Prosecutor: Test, Test  
 Case Type: General Session      Assigned:  
 Expired:      Docket #:  
 Sealed:      Disp:  
 Disp Judge:      Disp Date:  
 Judge Assigned: Clerk Of Court C P, G S,      Sex: M  
 And FC,      Race:  
 Dob:      Juvenile: N  
 Finalized: N      Reason Code:  
 True Bill:      Last Acknowledged: 6/04/2018  
 Days Old: 2887

Defendants

Show  entries      Search all columns:       Show / hide columns

| First Name Change | Last Name | Middle Name | Date of Birth | Address | Type      | Arrest Date |
|-------------------|-----------|-------------|---------------|---------|-----------|-------------|
| Alex              | Brown     | Marcus      |               |         | Defendant |             |

Showing 1 to 1 of 1 entries Previous  Next

- Scroll down to the **Filings** section – below it shows that there are the files available for Discovery.



- Click the icon in the **Download** column to either open or save the file to the local machine.

| Download | Document   | Type        | File Size (KB) | Date       |
|----------|--|-------------|----------------|------------|
|          | -113ES112.TIF  | 01STSINDICT |                | 10/16/2014 |
|          | 00051-2.avi  | IE          | 5977           | 3/16/2018  |
|          | 01-mugshot.jpg                                       | IE          |                | 10/16/2014 |
|          | 10410256_10150548917684986_7805642092789235601_n.jpg | IE          |                | 10/4/2017  |
|          | 1STLETR-TST.DOT                                      | IE          |                | 9/15/2017  |
|          | 601  | IE          | 4734335        | 2/13/2018  |
|          | 7M.BMP   | IE          | 183237         | 3/15/2018  |
|          | big_buck_bunny.mp4                                   | IE          | 5381           | 3/16/2018  |
|          | csmr002.pdf  | IE          | 44             | 3/16/2018  |
|          | DiscReceipt20171003102913-1795.PDF                   | DEFINQ      |                | 3/29/2018  |
|          | JZEDITOR.txt.TXT                                     | IE          |                | 9/15/2017  |

**NOTE:** If Filings contains a video, the VLC media player is required to play it; download a free copy of the media player from <https://www.videolan.org/vlc/index.html>. Follow instructions on their website to download/install the converter.

### To Open/Save an Image, Document, or Video

- Double-click icon under **Download**.
- If prompted, select **Open** or **Save**. Otherwise, the file will begin downloading.

**NOTE:** The file will play more efficiently if run from a local machine.

### Viewing Case Details & Related Cases

- Under the Filings section is **Related Cases**; double-click any case in the Warrant column to view more information.

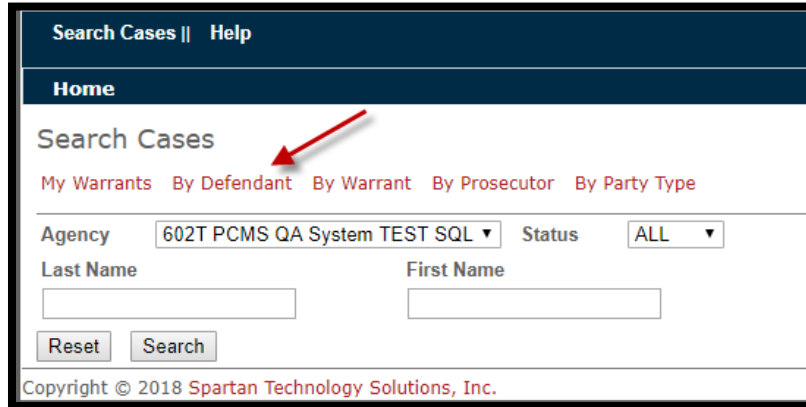
| Warrant         | Defendant        | Case #   | Attorney        | Prosecutor      | Arrest Date | Sex | Race | Birthdate  | Filed Date | Case Type       | Charge  |
|-----------------|------------------|----------|-----------------|-----------------|-------------|-----|------|------------|------------|-----------------|---|
| 100102          | Mabe, Kaden A    | FADSDAF  | Alley, G. Robin | Pruitt, Eddie   |             | F   | 1    | 7/17/2002  | 7/9/2010   | General Session | Robbery / Attempted armed, or allegedly armed, robbery              |
| 2012A1010200581 | Lovell, Raymond  | TEST     | Alley, G. Robin | Test, Test      | 8/2/2012    | M   |      | 4/4/1995   | 7/9/2010   | General Session | Burglary / Burglary (After June 20, 1985) - First degree            |
| ENY0608         | Jackson, Howie e | TEST     | Alley, G. Robin | Howard, Emily B | 6/4/2012    | M   | 3    | 10/15/2014 | 7/9/2010   | General Session | Assault / Assault of a high and aggravated nature (AHAN). Hello     |
| ENY0608         | MCCLURE,         |          | Alley, G. Robin | Eargle, Al H.   |             |     |      |            | 7/9/2010   | General Session |   |
| MJLTEST         | Teel, Elizabeth  | JITESTET | Alley, G. Robin | Howard, Emily B |             |     | 6    |            | 7/9/2010   | General Session | Abduction / Abduction of a maid under 16 (no longer used)(see 0095) |



2. To return to the Search screen, click **Search Cases** link at the top of the screen.

## Searching Cases By Defendant

1. Select **By Defendant** tab.



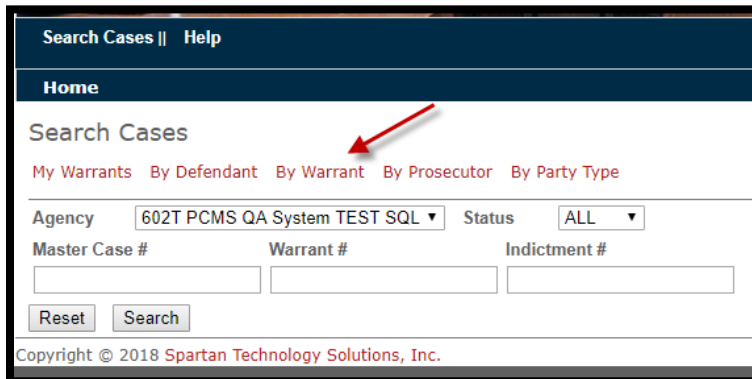
The screenshot shows the 'Search Cases' interface. At the top, there is a navigation bar with 'Search Cases || Help' and a 'Home' link. Below this, the 'Search Cases' title is displayed. A red arrow points to the 'By Defendant' tab, which is currently selected. Other tabs include 'My Warrants', 'By Warrant', 'By Prosecutor', and 'By Party Type'. The search form includes an 'Agency' dropdown menu with '602T PCMS QA System TEST SQL' selected, and a 'Status' dropdown menu with 'ALL' selected. There are two text input fields for 'Last Name' and 'First Name'. Below the input fields are 'Reset' and 'Search' buttons. At the bottom, there is a copyright notice: 'Copyright © 2018 Spartan Technology Solutions, Inc.'

2. Search by Defendant name by selecting **Agency**, **Status** (All, Open, Closed), the name of the defendant, and clicking **Search**.

**Note:** The search field is not case-sensitive. Example: entering **SMITH** or **smith** will return the same results.

## Search Cases By Warrant

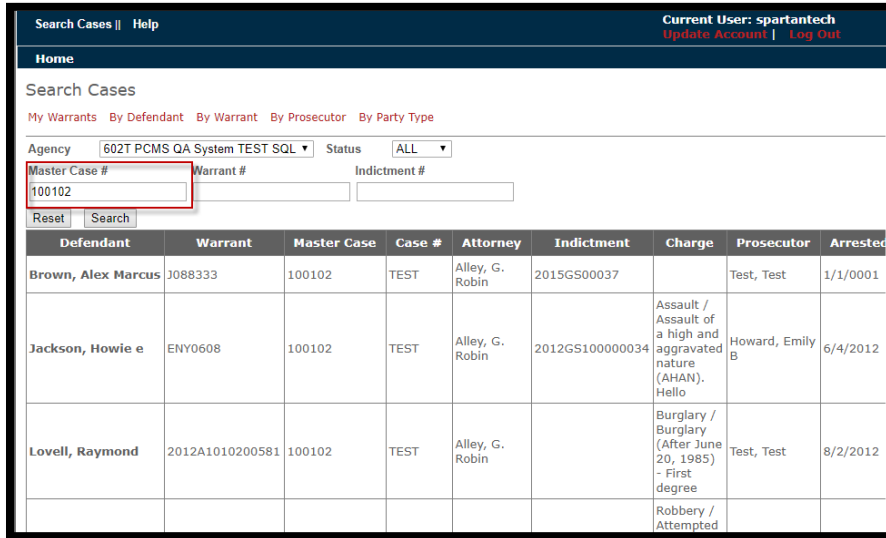
1. Select **By Warrant** tab; depending on the Admin settings, users can view all cases on this tab regardless of assigned attorney.



The screenshot shows the 'Search Cases' interface. At the top, there is a navigation bar with 'Search Cases || Help' and a 'Home' link. Below this, the 'Search Cases' title is displayed. A red arrow points to the 'By Warrant' tab, which is currently selected. Other tabs include 'My Warrants', 'By Defendant', 'By Prosecutor', and 'By Party Type'. The search form includes an 'Agency' dropdown menu with '602T PCMS QA System TEST SQL' selected, and a 'Status' dropdown menu with 'ALL' selected. There are three text input fields for 'Master Case #', 'Warrant #', and 'Indictment #'. Below the input fields are 'Reset' and 'Search' buttons. At the bottom, there is a copyright notice: 'Copyright © 2018 Spartan Technology Solutions, Inc.'

2. Select the **Agency**, desired **Status**, and enter **Master Case**, **Warrant**, or **Indictment** number; click **Search**.

- If a match is found, those results will display:

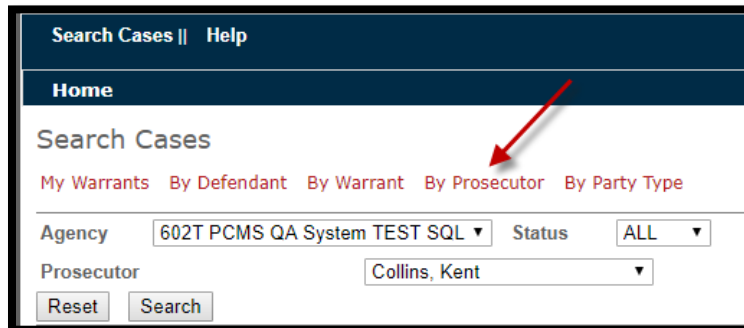


The screenshot shows the 'Search Cases' interface. At the top, it says 'Current User: spartantech' with links for 'Update Account' and 'Log Out'. Below that is a 'Home' link. The main heading is 'Search Cases'. There are navigation tabs: 'My Warrants', 'By Defendant', 'By Warrant', 'By Prosecutor', and 'By Party Type'. The 'Agency' is set to '602T PCMS QA System TEST SQL' and 'Status' is 'ALL'. The 'Master Case #' is '100102'. Below the filters are 'Reset' and 'Search' buttons. A table of results is displayed with the following data:

| Defendant          | Warrant         | Master Case | Case # | Attorney        | Indictment     | Charge  | Prosecutor      | Arrested |
|--------------------|-----------------|-------------|--------|-----------------|----------------|---|-----------------|----------|
| Brown, Alex Marcus | J088333         | 100102      | TEST   | Alley, G. Robin | 2015GS00037    |   | Test, Test      | 1/1/0001 |
| Jackson, Howie e   | ENY0608         | 100102      | TEST   | Alley, G. Robin | 2012GS10000034 | Assault / Assault of a high and aggravated nature (AHAN). Hello | Howard, Emily B | 6/4/2012 |
| Lovell, Raymond    | 2012A1010200581 | 100102      | TEST   | Alley, G. Robin |                | Burglary / Burglary (After June 20, 1985) - First degree        | Test, Test      | 8/2/2012 |
|                    |                 |             |        |                 |                | Robbery / Attempted   |                 |          |

## Search Cases By Prosecutor

- Click the **By Prosecutor** tab; the following screen appears:



The screenshot shows the 'Search Cases' interface with the 'By Prosecutor' tab selected. A red arrow points to the 'By Prosecutor' tab. The 'Agency' is '602T PCMS QA System TEST SQL' and 'Status' is 'ALL'. The 'Prosecutor' is 'Collins, Kent'. Below the filters are 'Reset' and 'Search' buttons.

- Select an **Agency**, desired **Status**, select the name of the **Prosecutor**, and click **Search**.
- All the cases being prosecuted by that individual will be listed:



The screenshot shows the 'Search Cases' interface with the 'By Prosecutor' tab selected. The 'Agency' is '602T PCMS QA System TEST SQL', 'Status' is 'ALL', and 'Prosecutor' is 'Collins, Kent'. Below the filters are 'Reset' and 'Search' buttons. A table of results is displayed with the following data:

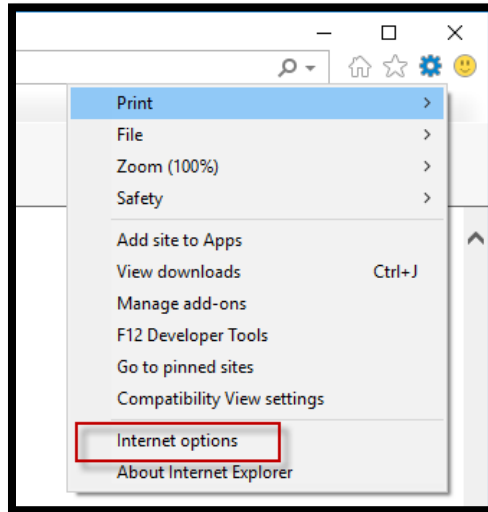
| Defendant       | Warrant | Master Case | Case # | Attorney        | Indictment | Charge                            | Prosecutor    | Arrested | Date of Birth        |
|-----------------|---------|-------------|--------|-----------------|------------|-----------------------------------|---------------|----------|----------------------|
| Schmoe, Moe Joe | FI1570  | MC00141     |        | Alley, G. Robin |            | Abuse / Abuse of vulnerable adult | Collins, Kent | 1/1/0001 | 1/1/1987 12:00:00 AM |

Copyright © 2018 Spartan Technology Solutions, Inc.

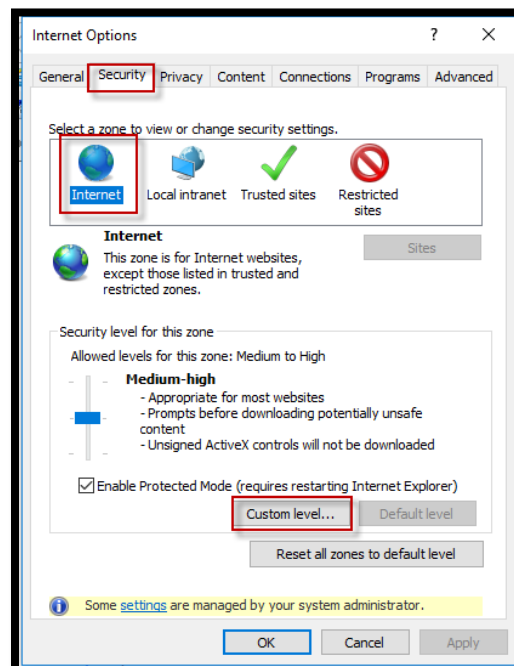
## Troubleshooting the Internet Explorer (IE) browser

*If an error message is received when trying to download documents from the Defense Attorney Inquiry web portal that says that “security settings do not allow download,” it may be a setting that needs to be changed within the browser.*

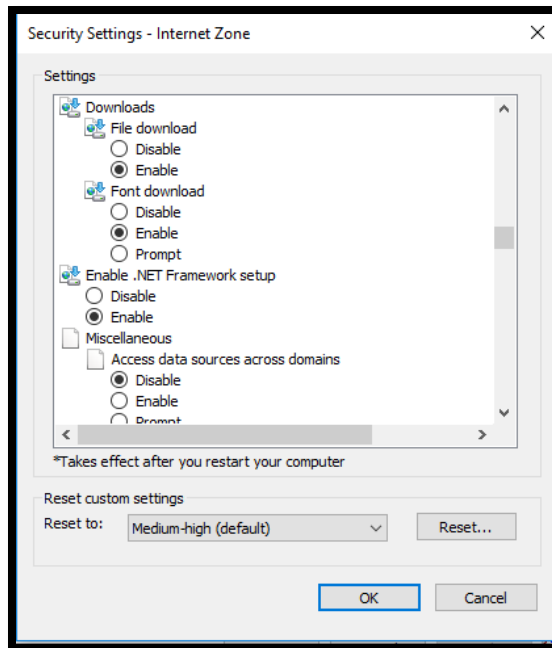
1. Open IE and in the right hand corner of screen, select **Tools**, the **Internet Options**.



2. In the **Internet Options** window, click the **Security** tab, select **Internet**, then **Custom Level**. Click **OK**.



3. In the **Security Settings – Internet Zone** window, scroll down to **Downloads** and make sure that **Enable** is selected.



4. Click **OK**. In the next window, click **Apply** and **OK**.
5. Close **IE** and re-launch the browser.



*Supplying Superior Software and Services*

Spartan Technology Solutions, Inc.  
125 Venture Blvd.  
Spartanburg, SC 29306  
Office: 864-587-1386

Toll-Free Support: 877-727-8264  
Toll-Free Sales: 877-727-8260  
Fax: 864-587-1387  
Email: support@spartantechnology.com

[www.spartantechnology.com](http://www.spartantechnology.com)