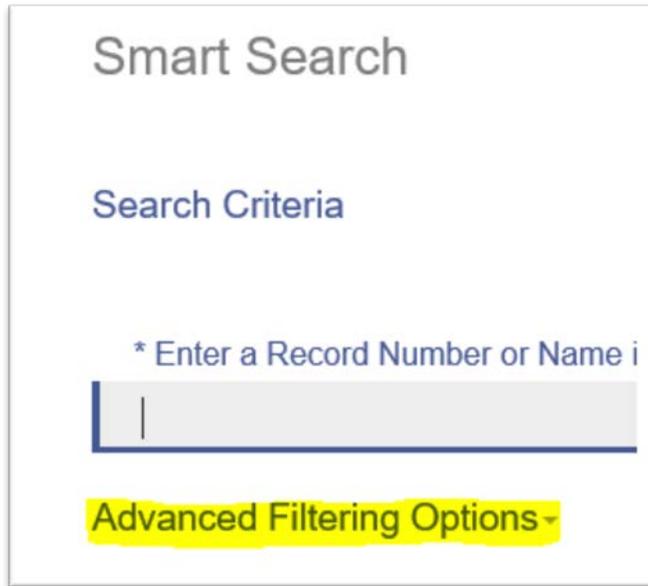


Tips on using the Online Records Search if you only have your citation number:

If you do not know your case number but do have your **citation number**, follow these instructions to do an 'Online Records Search':

Go to the [OREGON JUDICIAL DEPARTMENT - Online Record Search](#) site.

Once open, click on '**Advanced Filtering Options**':



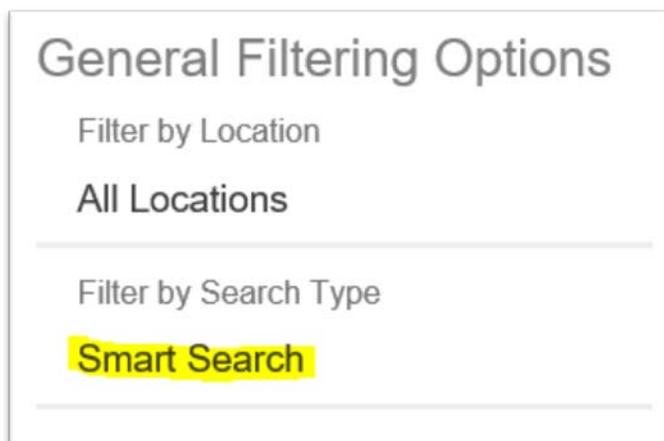
Smart Search

Search Criteria

* Enter a Record Number or Name i

Advanced Filtering Options ▾

Several more search boxes will now appear. Scroll to next box down (General Filtering Options) and click '**Smart Search.**'



General Filtering Options

Filter by Location

All Locations

Filter by Search Type

Smart Search

From the Smart Search drop down menu choose '**Citation Number.**'

General Filtering Options

Filter by Location

All Locations

Filter by Search Type

Smart Search

Smart Search

Attorney Bar Number

Attorney Name

Business Name

Case Cross-Reference Number

Case Number

Citation Number

You will now have the option of entering the **Citation Number** as a search filter in the Smart Search box at the top of the page.

Smart Search

Citation Number

* Enter a Citation Number

Submit

Click Submit:

The search will display your case. You can click on the link to display case information.

Case Number	File Date	Type
17PK XXXXX	11/08/2017	Municipal Parking

Tips on using the Online Records Search if you do not have your case number:

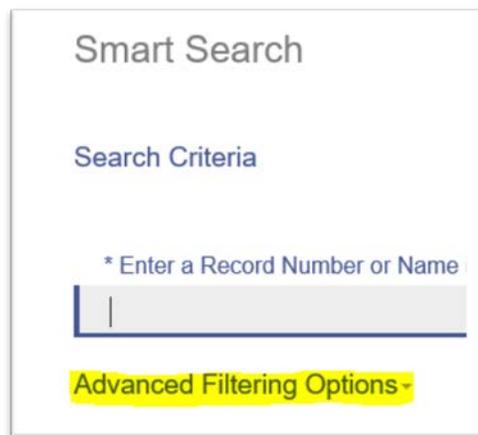
Court records, including Parking citations, may be found by using the [OREGON JUDICIAL DEPARTMENT - Online Record Search](#).

If you know the name of the registered owner of the vehicle, you can search for a case number by party name. Use last name and first name - middle name/initial is optional but can be useful if the name you are searching for is a common name. **Please note: the name must match DMV records. If you enter an initial for a middle name but DMV has the full middle name, the search will not find the party. However, if you leave the middle name field blank, the search will bring back both variations of the name.** Keep in mind, this search results will not be limited to *Parking* cases.

If you do **not** know the name of the registered owner but know the **license plate number** of the cited vehicle follow these instructions:

Go to the [OREGON JUDICIAL DEPARTMENT - Online Record Search](#) site.

Once open, click on '**Advanced Filtering Options**':



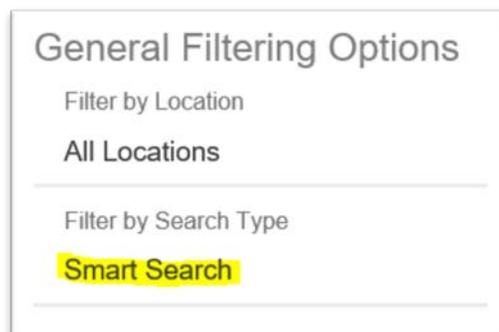
Smart Search

Search Criteria

* Enter a Record Number or Name

Advanced Filtering Options

Several more search boxes will now appear. Scroll to next box down (General Filtering Options) and click '**Smart Search**.'



General Filtering Options

Filter by Location

All Locations

Filter by Search Type

Smart Search

From the Smart Search drop down menu choose 'Case Cross-Reference Number.'



Filter by Search Type

- Smart Search
- Smart Search
- Attorney Bar Number
- Attorney Name
- Business Name
- Case Cross-Reference Number

You will now have the option of entering the 'Case Cross-Reference Number' as a search filter in the Smart Search box at the top of the page. You should enter the vehicle license plate number in the Case Cross-Reference Number field. When entering the Vehicle Plate only use letters and numbers – no spaces, no special characters, no state. For example Oregon Pacific Wonderland plate **9P-1234** would be entered as:

* Enter a Case Cross-Reference Number

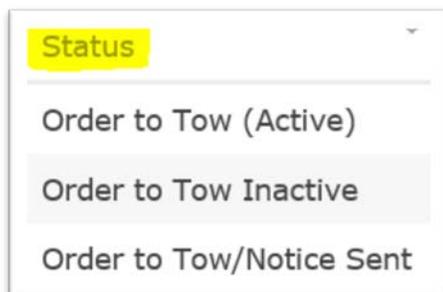
9P1234

Submit

Click Submit

A list of cases issued to that plate should display. You can click on the case(s) to display case information.

****Important note: The list of cases will display the status of each case. If the status notes anything about 'Order to Tow,' this probably means a judge has signed an order for impoundment of the vehicle. To remove an Order to Tow, you need to pay any balance in full.**



Status

- Order to Tow (Active)
- Order to Tow Inactive
- Order to Tow/Notice Sent