



MoBar Net

The Missouri Bar Information Network

New System Overview

Table of Contents

New MoBar Net	1
General	2
System Access	3
Login Page - Desktop.....	3
Alerts and Notices	4
Change Firm	5
Main Menu.....	5
Searches	7
Power Searches.....	7
<i>Name</i>	7
<i>Number</i>	9
Driver History	10
Vehicle.....	11
Marine.....	13
Courts.....	14
Warrants.....	16
Confinement.....	16
Agency Search (Previously ORI)	17
Record Request (Previously Criminal History Check).....	17
Administration Functions	19
Billing.....	19
Activity.....	19
Admin	20
Mobile Access	23

New MoBar Net

Below is a list of changes and enhancements you will see in the new MoBar Net!

➤ New Website for Login

- Desktop: <https://pa2.rejis.org>
- Mobile: <https://pa2.rejis.org/mobile>
- Smart phone app and tablet access
- Enhanced web access with quicker log on (no more Citrix!)
- Extended session time out – 10 minutes
- Ability to work for multiple firms with same User ID
- User Profile Preferences
 - Set years for DOR past convictions (All, 3, 5, 10)
 - Show/Hide optional fields
 - Bar Number search
 - Add/Update e-mail address on-line
- Client ID History
- Additional data
 - Jefferson County Jail
 - Kansas City, Kansas Municipal Court
 - Kansas City area Arrest Summary (*includes KC MO & KS agencies*)
- View Responses – *retention of search results for current session*
- Option to save to a file is now print (PDF) to a file. If you do not currently have the capabilities to print to a PDF writer or save a document as a PDF consult with your IT department.
- Flexible billing searches (*specific date ranges*)
- Activity Reports by Client ID, User, or Firm
- User Admin Functions (*for your firm*)
 - View all user activity
 - View and request users
 - Add/Update e-mail addresses
 - View firm information

General

Availability

Access to MoBar Net is available 24 hours a day, seven days a week.

Help Desk Assistance

Technical, application and security questions should be directed to the REJIS Help Desk by calling 314-535-9497 or 1-888-923-7255.

Hours: 7:00 a.m. to 8:00 p.m. Monday through Thursday
7:00 a.m. to 5:30 p.m. Friday

Price List/Billing

For a current price list and detailed online user guide visit: www.mobarnet.org

Billing questions or credit card changes should be directed to the Finance Department (Jan), 314-633-0296 and general questions should be directed to Lindsey Tracy at 314-633-0371 or e-mail Ltracy@rejis.org.

Use of Data

While most of the data available through MoBar Net is public record, some of the information is available only to law firms. When applying for access to MoBar Net, an agency representative signed an agreement that the information is to be used in the conduct of the agency's law practice and for no other purpose. The resale of MoBar Net information as a product separate from the practice of law is specifically prohibited. Failure to comply will result in cancellation of access and possible legal penalties.

System Access

For security purposes, each person logging into MoBar Net is required to have their own User ID. There are no computer requirements; however, the recommended screen resolution is 1024 x 768. The desktop web system has been tested and approved for the following browsers: Internet Explorer, Chrome, Firefox, and Safari. If accessing the system from a tablet device it's recommended to go to the desktop website but, you can run the mobile version from the tablet.

Login Page - Desktop

You can set up a shortcut to the new web site (<https://pa2.rejis.org>). If you are using Internet Explorer Click *File > Send > Shortcut to Desktop*, when you are on the Private Access login page. Or, you can save the site to your Favorites.

The first time you login, you will be asked to change your password. Once you have entered the new password you will see the message *"Your password change was successful. Click the 'Back to Logon' button."*

Passwords will change every 90 days. The User ID is not case sensitive; however, the password is. After (four) unsuccessful attempts you will be locked out and receive a message that the system was unable to log you in. Contact the REJIS help desk to reset your password.

Once you log in, you will be asked to answer five (5) security questions, which will be used when you contact the REJIS Help Desk for a password reset. Please follow the instructions on the screen.

Set Security Questions for \$

You have 5 security questions left to set.

Question	Answer	
1	Please select a question from the list below.* <input type="text" value="Please select a question from the list below.*"/>	Answer your question.* <input type="text"/> Save
2		
3		
4		
5		

Help

Select a question, type in an answer, then click save. You will need to know the exact spelling of your answer, including punctuation, in order to allow identification by the helpdesk. Answers are not case sensitive.

The question answered will be added to your User ID in the system and the next question box will populate. Repeat the process until all question slots have been completed.

You may ask... "What if I want to change the answer?" Simply click Remove, select the question again, type in an answer, and Save.

Click Finish after you have submitted your questions. You will be prompted to enter your email address or verify, if it has already been entered.

If your firm requires additional access IDs, you can now submit a request on-line if you are the firm's User Admin (see Administrative section). **It is important to let REJIS know if one of your employees who has a MoBar Net User ID leaves your firm so the username can be inactivated. Currently a request to delete a person cannot be submitted on-line. You cannot reuse a username that has been provided to you by REJIS.**

Alerts and Notices

If there are any Alerts or Notices, you will see them as soon as you login. An *Alert* will be a message regarding a planned system outage; a *Notice* will be a message about training, etc.

Alerts and Notices

Include Notices

Alert: PA2 Test Alert
Notice: PA2 Test Notice

[Continue Logon](#)

Change Firm

If you work for multiple law firms, you can now use the same User ID for both firms. When you login, you will be asked to select the firm for which you will be working. You can change the firm at any time during the session. *You must notify the REJIS Help Desk if you wish to be affiliated with more than one firm.*

Change Firm

Current Firm: Baker Girtman & Tracy

Change to Firm *

Main Menu

On the User ID bar, you will see your firm's name along with your name. There is also a log out button. You can also click on the MoBar logo at any time to be returned to the main menu.

1 2 3 4

MoBar Net
898988 1/5/2014 10:48 PM

Baker & Tracy Welcome Brown, Robert

Main Menu

Power Searches

Name	Number
------	--------

Basic Searches

DOR	Courts	Warrant	Confinement	Locator
Traffic	Arrest	Death File	Agency	

Record Requests

Submit	Status
--------	--------

Administration

Billing	Activity	Admin
---------	----------	-------

1. Select User Activities

Change Password – Allows you to change your password at any time.

Change Firm – If you work for multiple firms, you can change the firm for whom you are doing work. *Multiple firms will appear only if REJIS has assigned you to other firms.*

Profile – When the following preferences are set, these will be your default options, where applicable in the search screen.

- User Profile Preferences for viewing DOR Past Convictions (number of years)
- Show Optional Fields
- Bar Number for conducting bar number searches for select courts.
- Upload a personal image which will then be visible on all your MoBar Net sessions.
- Enter or update your email address under Assign to Firms by clicking the Select link in front of your name.

Admin – Takes you to the User Admin functions: list users, view user activity, request new User IDs. You can also see your firm information.

2. **Change Client ID** – You can set an initial Client ID or change an existing one in addition to viewing activity for the Client ID you currently have selected.
3. **View Responses** – Allows you to view the responses to searches you conducted during that session along with the time you conducted the search and the search criteria you used, (i.e. name or license for driver history). At any time during that log on session, you can go back and view your previous searches without another charge. However, if you change your Client ID, the previous response(s) will no longer be available for that session. You can always view the inquiries you made by viewing the Activity report.
4. **Alerts and Notices** – If there are any Alerts or Notices, you will see them as soon as you login. You can also click on the Alerts and Notices button at any time.

Searches

The following sections highlight/review the changes made in the new system.

Power Searches

A power search provides the option to search multiple data bases on one name or number. The responses are returned in an index on the response screen from which you can choose to look at each result.

Power Searches

Name

Number

Name

Select the areas you wish to search and then enter the name. Sample, Sample was entered as the name. As you select the systems to be searched, the fields will expand to show the criteria required. For example, if you selected a court search, you will see a list of courts to be searched. Select the Courts you wish to search. You can also click on the Show Optional Fields link to input additional information to narrow your search.

Name Search

Select Search Area(s) *

Driver History
 Courts
 Federal Death File
 Vehicle
 Warrants
 Marine
 Confinement

Search by Name

Last Name *
First Name *
Middle Name

[+ Show Optional Fields](#)

Select Court(s) *

Kansas City MO Municipal
 St Louis City Municipal
 St Louis County Municipal

Other Municipal Courts

All
 Arnold Municipal
 Ballwin Municipal
 Bellefontaine Neighbors Municipal

Select Warrant Region(s) *

St. Louis Area
 Kansas City Area

If you make any errors in entering the search criteria, an error message will appear at the top of the screen and a highlighted exclamation point at the end of the field. Correct the errors and hit the Search button.

Please correct the following problems:

- Last Name is required.
- First name is required.
- At least one Court must be selected.
- At least one Warrant Region must be selected.

You will see a response screen which will show the searches you entered.

Search Responses		
All responses this session		
Main Menu	<input type="checkbox"/> Hide courts with no matches	
Activity	Time	Search Criteria
View Warrant Index	11:48 AM	MATCH; Area: ST LOUIS; Last Name: SAMPLE; First Name: SAMPLE
View Court Index	11:48 AM	Court: ST LOUIS CITY MUNICIPAL; SearchType: NAME PARTIAL; Last Name: SAMPLE; First Name: SAMPLE
View DOR Vehicle Registration Index	11:48 AM	Last Name: SAMPLE; First Name: SAMPLE
View Driver History Index	11:48 AM	Last Name: SAMPLE; First Name: SAMPLE; YearsOfPastConvictions: 99

If you click on the View Driver History Index you will see a list of the matches that met your search criteria.

Driver History										
Back		New Search		Next Page		Print				
OLN	Last Name	First Name	Middle Name	Gen	Sex	DOB	Address	City	State	
View	123456789	SAMPLE	SAMPLE	LOUISIANA		F	07/24/1981	89SOUTH	LOUISIANA	MO
View	G058176001	SAMPLE	SAMPLE	SAMPLE		M	06/25/1997	123	CHAFFEE	MO
View	N087324004	SAMPLE	SAMPLE	SAMPE		F	03/03/1980	123 HEREIAM	CAPE GIRARDEAU	MO

Click view for the record you wish to view and the full record will be returned. Once you have clicked to view a record, the index will then show a Viewed notation to indicate that you have already viewed the full response for that record. You cannot click it again to view; you can, however, go to the Response list and select the record from there.

Driver History [Help](#) [GAB](#)

[Back](#) [New Search](#) [Expand All](#) [Collapse All](#) [Print](#)

DOR Driver

THIS RECORD IS RESTRICTED UNDER THE FEDERAL DRIVER'S PRIVACY PROTECTION ACT

Name SAMPLE, SAMPLE SAMPLE

OLN G058176001

Status

License REVOKED Commercial None School Bus None

Sex M DOB 06/25/1997 Age 16

Hgt 5' 11" Wgt 123 Eyes DICHROMATIC

Address

Residence 123
CHAFFEE, MO 63740 Current

Status

License Class	Expiration	Last Updated	Sequence
Current License REVOKED	Type of Previous Commercial Class		
Surrendered To	Date Surrendered	Special Issuance	Expires
RDPA.Special Restricted Driving Privilege		Effective	

Endorsements and Restrictions

No Endorsements No Restrictions

ID Card

Expiration Last Updated 07/02/1997 Sequence 970581760003

After you have viewed or printed the record, click Back and you will be taken back to the index. Click Back again and you will be directed to the response list. Choose the next record to be viewed.

If there were no records that matched the name you entered, you will see the following message.

Warrant

No records found matching your search criteria.

Continue to select the records from the response list until you have retrieved the information for all your searches. Note that once you select a record off the index, that item will be retained on your response list. The response will be available until you log off or change your Client ID name/number. This will allow you to go back to that search without an additional charge for viewing that record.

Search Responses

All responses this session

Hide courts with no matches

Activity	Time	Search Criteria
View Warrant Index	11:48 AM	MATCH; Area: ST LOUIS; Last Name: SAMPLE; First Name: SAMPLE
View Court Index	11:48 AM	Court: ST LOUIS CITY MUNICIPAL; SearchType: NAME PARTIAL; Last Name: SAMPLE; First Name: SAMPLE
View DOR Vehicle Registration Index	11:48 AM	Last Name: SAMPLE; First Name: SAMPLE
View Driver History Index	11:48 AM	Last Name: SAMPLE; First Name: SAMPLE; YearsOfPastConvictions: 99

When you are finished viewing the responses to your power name search, click Main Menu. Or you can click the MoBar icon to return to the main menu.

Number

The same process as Name can be done using the power number search. Select the number type you want to use. Based on the search areas you selected, the fields you need to complete will show. The responses are returned in an index on the response screen from which you can choose to look at each result. Areas that do allow particular number searches will be grayed out.

Number Search

Select Number Type *

SSN

Select Search Area(s) *

Vehicle Confinement
 Marine Federal Death File

Search by Number

SSN *

- -

Select Jail(s) *

St. Louis City St. Louis County Jefferson County

Driver History

Past Convictions is a required field that limits the number of years to be returned on a driver history. This will default to All unless, you set your preference to 3, 5, or 10 years. It can also be changed by selecting a different number from the drop down option.

Department of Revenue (DOR) Search

Select Search Area *

Driver History
 Vehicle
 Marine
 Dealer

Driver History

Past Convictions *

All ▾

Search by Name

Last Name *
 First Name
 Middle Name

Search by Driver's License Number

Driver's License # *
 Driver History Response Type

[+ Add Multiple Driver's License #](#)
 Index
 Full

You can also choose to search multiple driver license numbers. After entering the first number, click the Add Multiple Driver License # option. This will put your first request in the box and allow you to enter another license number. You can enter as many numbers as you wish.

Search by Driver's License Number

Driver's License # *

C1234567

[+ Add Multiple Driver's License #](#)

Driver's License #	
A1234567	Remove
B1234567	Remove

Driver History Response Type
 Index
 Full

You can choose to view either an index or the full record. The exception to this is if you want to run a social security number as the driver's license number. The search will automatically default to a full search. If you select full record, or run a driver history by social security number, you will be billed for the search, even if you entered the wrong driver license or social security number.

The responses will come back to a response list, from which you will choose the records you wish to view.

All responses this session

[Main Menu](#) Hide courts with no matches

	Activity	Time	Search Criteria
View	Driver History Index	3:23 PM	OLN: C1234567
View	Driver History Index	3:23 PM	OLN: B1234567
View	Driver History Index	3:23 PM	OLN: A1234567

Violation information follows the license information and will include the date the action was posted on the record by the DOR, type of case or offense, date and location of offense, case number, date and location of conviction. Some violations will show the points assessed for that violation and is not an indication of the total current points assessed against that driver. DWI, DUI and drug violations are never purged from the license violation information.

A non-commercial conviction is automatically removed, if it is not tied to a particular action, three (3) years from the date of conviction, and convictions involving a commercial vehicle or a commercial driver, will be removed four (4) years after the date of conviction if it is not tied to a particular action. Examples of actions are point revocation, Admin. Alcohol suspension, etc. DOR does not automatically remove actions; the only way to remove an action is by request to DOR.

A link is available from the DOR full driver history display to the Agency file and to the court case (UTT) for courts that use the REJIS court system. You will see the Agency name or UTT number turn a light blue. When the cursor is placed over the Agency name or case number, a link symbol (hand) will appear. Double click the Agency name or case number and you will be linked to the Agency file or the full case record. When the information is displayed, you can either print it or close the new window.

▲ Convictions / Actions											
Date	Pts	Conviction/Action	Status	Convct.	Violation	Offense	Case	UTT	Agency	Eligible Rein	Updated
10/23/2013		INSTATE FAILURE TO APPEAR SUSP	ACTIVE				FA13	11106...9	CIR CRT MUN DIV KANSAS CITY		10/23/2013

Vehicle

When you click on the Vehicle option, you will see that there are multiple ways to search; Name or Business Name, License Plate Number, Vehicle Identification Number (VIN) or Title. Searching by Name, License Plate Number or VIN will return an index. When searching by Name, you may need to search both the husband/wife's or parent/child's names if the vehicle is in multiple names. You can only bring up the record by the first name that appears on the registration. There is an option that allows you to search by multiple names or license plate numbers at the same time. You can also add a Marine search at the same time you search by an owner's name.

Select Search Area *
 Driver History Vehicle Marine Dealer

Vehicle

Search By Name

Last Name * First Name * Middle Name Add Search of Marine Registration

- OR -

Business Name

[+ Add Multiple Owner Names](#)

Last Name	First Name	Middle Name	Business Name	Include Marine
Sample	Sample			Yes Remove

The vehicle name and marine indexes are returned to the Response screen. Choose the record you wish to view from this menu.

All responses this session

Hide courts with no matches

	Activity	Time	Search Criteria
View	Marine Index	12:34 PM	Last Name: TEST; First Name: JUST; Middle Name: A
View	DOR Vehicle Registration Index	12:34 PM	Last Name: TEST; First Name: JUST; Middle Name: A

You can also search multiple vehicle license plate numbers.

Search by License Plate

Vehicle License # *

[+ Add Multiple Vehicle License #](#)

License #
12345 Remove

The latest results will be at the top of the response list.

	Activity	Time	Search Criteria
View	DOR Vehicle Registration Index	5:10 PM	Plate: 6789; Type: RESIDENTIAL
View	DOR Vehicle Registration Index	5:10 PM	Plate: 12345; Type: RESIDENTIAL
View	DOR Vehicle Registration Index	5:09 PM	Last Name: JUST; First Name: A; Middle Name: TEST
View	Marine Index	5:09 PM	Last Name: SAMPLE; First Name: SAMPLE
View	DOR Vehicle Registration Index	5:09 PM	Last Name: SAMPLE; First Name: SAMPLE
View	Warrant Index	5:05 PM	MATCH; Area: ST LOUIS; Last Name: SAMPLE; First Name: SAMPLE
View	Court Index	5:05 PM	MATCH; Court: KANSAS CITY MO MUNICIPAL; SearchType: NAME PARTIAL; Last Name: SA
View	DOR Vehicle Registration Index	5:05 PM	Last Name: SAMPLE; First Name: SAMPLE

When entering a VIN, if make and/or year are not supplied, then an attempt is made to derive the make and year by the system. If successful, then the vehicle index appears. If not, then the following message is returned:

The VIN entered was not found.
Please enter the Year and Make below.

Vehicle Year Make [Show all makes](#)

You must enter the vehicle year and make to get the record.

When searching by Title, you will receive a full response. Again, the latest search results will appear at the top of the response list.

Marine

Marine registration information can be searched by the owner's or a business name, boat/motor registration number, VIN or Title number. Because the record can only be searched by the first name that appears on the title, even though there may be two registered owners listed on the registration, you may want to enter multiple owner names. All searches except Title will return an index. All items searched will be returned to the response page, from which you can view the records you requested.

Marine

Search By Name

Last Name * First Name * Middle Name

- OR -

Business Name *

[+ Add Multiple Owner Names](#)

Search By Registration Number

Boat/Motor Registration # *

Search by Vehicle Identification Number (VIN)

VIN *

Search by Title

Title *

Courts

Municipal court cases for Kansas City, MO, Kansas City, KS, St. Louis County, St. Louis City, and other St. Louis area municipal courts are available on MoBar Net. You may see additional municipal courts added as Courts approve making their information available on MoBar Net. For a complete list of courts, go to www.mobarnet.org.

Select your search criteria and then the court(s) you wish to search. Different options are available for various courts.

Court Search

Select Search Area *

Name
 Case
 Bar
 Docket Date
 Entered or Filed Date

Select Court(s) *

Kansas City MO Municipal
 St Louis City Municipal
 St Louis County Municipal

Other Municipal Courts

Webster Groves Municipal

Wellston Municipal

Winfield Municipal

Woodson Terrace Municipal

The St. Louis County Municipal Court has these limitations on its searches:

- Name searches will always default to an exact match.
- Middle Name will only match on the first character if present.
- There is no Business Name search for this court.

Search by Name

Match Name

Partial
 Exact

Last Name * **First Name *** **Middle Name**

- OR -

Business Name *

[+ Show Optional Fields](#)

When you see a blue underlined link under court continuance history in the Ref # column, you can click it to go to the warrant information.

▲ Continuance History									
Action Date	By	Continuance	Dkt Date/Time	Crt Rm	Ref #	Activate Date	Cancel Action	Cancel Date	Docket Type
08/16/2011	CRT	Bench Warrant	8/16/2011 11:01:00 AM	H	W97__98	8/16/2011 12:00:00 AM			Dismissal
06/01/2011	CRT	Continued By Court	6/1/2011 6:01:00 AM	P					Regular
Total: 2 Charged To ==>		Defense: 0	Prosecution: 0		Court: 2	Consent: 0			

Depending on the type of search and court, the responses will either be returned to a court index or the response screen index.

Recently added court searches are Bar number and Entered or Filed Date. These searches are available for St. Louis City and Kansas City, MO Municipal Courts only. When searching cases by bar number, a maximum number of 400 records will be returned. To view all your cases, you may want to refine your search by clicking on the Show Optional Fields and selecting type of case to limit the number of cases returned.

You can also search by Entered or Filed Date for the St. Louis City and Kansas City, MO Municipal Courts. When searching by Docket Date, you should select one court for the date you want to search.

When searching by name and selecting All, under the Other Municipal Courts, the court index will build/populate with those courts who have matching results. The data returned will include St. Louis City and Kansas City, MO Courts.

Court ALL										
Muni Court data is current as of 1/31/2014.										
Back		New Search		Next Page			Print			
Time	Case No	Status	Last Name	First Name	Middle Name	Race	Sex	DOB	Court	
View	T98C	W	BROWN	ROBERT		B	M	06/05/11	CT WELLSTON MUNI	
View	T 3-5	W	BROWN	ROBERT		B	M	06/05/11	CT WELLSTON MUNI	
View	T0.	2 C	BROWN	ROBERT		B	M	12/09/11	BRENTWOOD MUNI COURT	
View	T 10-5	C	BROWN	ROBERT		W	M	03/25/11	CT WEBSTR GROVS MUNI	

Select the case you wish to view by clicking the View link. After you have viewed the full display, click Back to return to the index or New Search. Once you are at the index, you can view other cases or again click Back to enter another court inquiry.

If you select multiple courts along with either the St. Louis City Municipal Court or Kansas City, MO Municipal Court, you will see each of those courts returned to the response index. Depending on how many other Municipal Courts you select to search, you may have to refresh your browser to obtain all the results. (To refresh, either use your browser refresh button or click on the View Response button in the top menu bar.) These will always be returned in search order with the most recent search at the top of the response list. If you only want to see the Courts that returned a MATCH status, click on the box 'Hide courts with no match'.

All responses this session			
Main Menu		<input type="checkbox"/> Hide courts with no matches	
Activity	Time	Search Criteria	
View Court Index	3:45 PM	Court: HAZELWOOD MUNICIPAL; SearchType: NAME EXACT; Last Name: DOE; First Name: JOHN	
View Court Index	3:45 PM	Court: CLAYTON MUNICIPAL; SearchType: NAME EXACT; Last Name: DOE; First Name: JOHN	
View Court Index	3:45 PM	Court: BRENTWOOD MUNICIPAL; SearchType: NAME EXACT; Last Name: DOE; First Name: JOHN	
View Court Index	3:45 PM	Court: BALLWIN MUNICIPAL; SearchType: NAME EXACT; Last Name: DOE; First Name: JOHN	
View Court Index	3:45 PM	MATCH; Court: ARNOLD MUNICIPAL; SearchType: NAME EXACT; Last Name: DOE; First Name: JOHN	

If you select a list of Other Municipal Courts (Ctrl + click mouse), the responses will be returned in alphabetical order with the most recent search at the top of the response list. If you only want to see the Courts that returned a MATCH status, click on the box 'Hide courts with no match'.

Warrants

The warrant search has been changed to search by area and has additional options that can be used to limit your search results.

Warrant Search
Select Region(s) *
 St. Louis Area Kansas City Area
Search by Name
Last Name * **First Name *** **Middle Name**
[- Hide Optional Fields](#)
Optional
Sex **DOB** *mm/dd/yyyy* **Date of Birth Range +- 2 years** **Exact Date of Birth**

The Warrant file contains warrants that were issued in the REJIS service area which includes St. Louis City, St. Louis County (all municipalities), Jefferson County, St. Charles County, Franklin County, and the Kansas City area. Not all law enforcement agencies in Jefferson, St. Charles and Franklin Counties enter warrants into the REJIS warrant system.

Entries are listed alphabetically by date of birth with earliest birth date first. The REJIS Warrant system groups entries together that have the same exact name, race, sex, and date of birth, assuming that they are the same person.

Confinement

The Jefferson County Jail information was added.

Confinement Search
Select Jail(s) *
 St. Louis City St. Louis County Jefferson County
Search by Name
Last Name * **First Name *** **Middle Name**
[+ Show Optional Fields](#)
Search by Social Security Number
SSN * - -

Agency Search (Previously ORI)

Agency Name and Agency Information (type i.e. federal, state) searches were added. Red indicates a required field and the green means that one of the two green fields is required. Responses are the same as they were in the old MoBar Net system.

Agency Search

Search by ORI

ORI *

Search by Agency Name

Name * State *

Search by Information

Type of Agency * Keywords *

State * County City

Record Request (Previously Criminal History Check)

Select the type of check you wish to submit, and then select the state. If that request is not available, a message will appear indicating that a search is not available for that state. Click the Add Search link and the request will show up in the records search box. If you wish to request multiple searches, click the Add Search link and select another search. As you select a search, the required fields will show on the Enter Search Information portion of the screen.

Record Request Search

Record Request Type State Price \$17.80

[Add Search](#)

Record Request Checks

Record Request Check	State	Price	Emp	Select
Criminal History	Missouri	\$15.75		Delete
Criminal History	Illinois	\$13.50	<input checked="" type="checkbox"/>	Delete
Driver History	Kansas	\$17.30		Delete
National Sex Offender Search	All States	\$7.00		Delete
Criminal History	Florida	\$37.00		Delete
Total \$90.55				

Enter Search Information

Employee Background

Last Name * First Name * Middle Name Generation

DOB * mm/dd/yyyy Race *

Sex * SSN * Driver License # *

Last Known Address

Last Known City Last Known State Last Known Zip Code

I authorize I have permission from the person to perform this check

You must upload a signed release from the individual in order to perform this check

[Download release Form](#)

Prices vary by individual states and will be displayed when you click the type of inquiry and state you wish to search.

A release is required for criminal history requests for states other than MO and for IL employee checks. You will be asked to verify that you have authorization to perform the search. You will also need to upload, e-mail or fax a signed release form before the search is submitted. If you need a release form, you can download one from the input screen. Once you have entered the required information, click the review request button. Once you have

reviewed the information, enter your e-mail address if it is not listed and click submit. You will receive an on-line message that your request has been submitted.

Record Request for

Name test, test
 Race SEX DOB 01/01/1911
 SSN *****6789 Driver's License # 123456
 Last Known Address

Your request has been submitted.

Search Areas	Search State		
Criminal History	Missouri		\$15.00
Criminal History	Alabama	<input checked="" type="checkbox"/>	\$27.00
Driver History	Arkansas		\$12.80
Total			\$55.55

Send Email Notifications

Email Address 1 Email Address 2 Email Address 3 Email Address 4
 sbaker@rejis.org

You can view the status of your requests on-line. Click on the Status button under the Record Request Section. You will see the searches you submitted listed as requested. Once the request has been sent and results received, you will receive an email indicating the response is pending, there was no match based on the search criteria you submitted, or that a match can be retrieved on-line.

Your submission data and results will be retained on-line for 30 days.

Record Request Status

From To Agency Number User ID

Last Name First Name Include Completed Requests

Select	State	Type	Name	Status	Requested By	Firm	Requested Date	Response
View Request	AK	Criminal History	test, test	Cancelled	Tracy, Lindsey	REJIS Admin	01-14-2014	
View Request	CT	Criminal History	Test, Just a Eighth	Completed	Tracy, Lindsey	REJIS MoBar Net	01-14-2014	<input type="checkbox"/>

Administration Functions

If you are not the firm's User Administrator, you will only see two buttons at the bottom of the Main menu; Billing and Activity.

Billing

There are two billing reports available: User Activity and Client Activity. Everyone in the firm can view these reports. These reports will be retained for one year on-line; however, you can only search a three month range at one time. The Daily Usage Report has been eliminated from the billing reports and this information is now available under the Activity Reports.

Billing Reports

Select Report Type*

Total By User
Total By User
Total By Client

Enter Search Information

Activity From * To

Firm *

Baker & Tracy

Run Report Reset

All billing information is current as of the previous day. Select the type of report you wish to view and choose a date range. If you only enter a single day, the system will search from that day to the previous day.

Activity

A recently added feature is a report which shows all activity for a firm. The report shows each username, the date and time of activities, what type of search was submitted (i.e. DOR, Court, etc.), the cost and the search criteria they used (i.e. name of person, driver history number, etc.).

If you are the firm's User Administrator, you can see activity reports for everyone in the firm that has a MoBar Net User ID. If you are not the User Administrator, you can only see your own activity. Select the time for which you want to view activity. You can also choose to view activity for a specific Client ID or if you leave the box empty, you will see all activity/searches. If you are the User Administrator, you can choose to view all firm activity or just activity by a specific Client ID or User ID.

Activity Reports

Enter Search Information

Activity From * To

Client ID

User ID

Search Reset

Below is an example of a firm activity report run by a User Admin, which shows activity for all members of the firm. When viewing activity, you can choose to only see billable activity.

Activity Report For Date Range: 1/1/2014 thru 1/6/2014							Export	Print	
<input type="checkbox"/> Only Show Chargable <input type="checkbox"/> Show Logon Searches									
Back	New Search	< Prev	Next >	Records 1 to 200 of 353 records found.					
Date	Session Start	Session End	User Name	Activity	Inquiry	Price	Client ID		
01/06/2014	07:35 PM	07:35 PM	Brown, Robert	Session		\$0.00	6666		
01/06/2014	07:35 PM		Brown, Robert	Logout		\$0.00			
01/06/2014	07:35 PM	07:35 PM	Brown, Robert	Session		\$0.00			
01/06/2014	07:34 PM		Baker, Hannah	Logout		\$0.00	4646		
01/06/2014	07:34 PM		Baker, Hannah	Arrest Summary	Date: 12/30/2013; Area: ST LOUIS	\$5.00	4646		
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WOODSON TERRACE MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646		
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WINFIELD MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646		
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WELLSTON MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646		
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WEBSTER GROVES MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646		

Underlined columns can be sorted. You can also view activity under the Change Client ID arrow by clicking the History option. If a Client ID has been entered, you will see the activity history for that Client ID. To view all clients' activity, change the Client ID to blank and then choose History. Activity for individuals can also be viewed from the Select User Activities arrow by choosing Profile – View Activity.

Admin

You will only see this button if you are the firm's User Administrator. The default is the Users screen.

The screenshot shows the 'Users' section of the admin interface. It includes a navigation menu on the left with 'Admin', 'Users', and 'Firms'. The main area has search options: radio buttons for 'Partial', 'Exact', and 'Like', and a checkbox for 'Show Inactive'. Below these are input fields for 'Last Name', 'First Name', 'Firm Name' (with 'Baker & Tracy' selected), and 'Firm Number'. There are 'Search' and 'Reset' buttons.

If you leave the boxes empty and click Search, you will see a list of all users for your firm.

Users																																								
<input checked="" type="radio"/> Partial <input type="radio"/> Exact <input type="radio"/> Like <input type="checkbox"/> Show Inactive																																								
Last Name	First Name	Firm Name	Firm Number	Search	Reset																																			
<input type="text"/>	<input type="text"/>	<input type="text" value="Baker & Tracy"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>																																			
<p>"Assigned Firms column legend:" "Names in italic bold mean they are default firm for the user." "Names as link (with Underscore) mean they are email capable." "Names with asterisk (*) before them mean they are setup as UserAdmin for their firm."</p> <p>+ Add User</p> <table border="1"> <thead> <tr> <th>Name</th> <th>User ID</th> <th>User Status</th> <th>Last Login</th> <th>Assigned Firms</th> </tr> </thead> <tbody> <tr> <td>Select Baker, Hannah</td> <td>\$pl6001</td> <td>Active</td> <td>12/30/2013 11:42 AM</td> <td>* <i>Baker & Tracy (05005)</i></td> </tr> <tr> <td>Select Brown, Robert</td> <td>\$a12555</td> <td>Active</td> <td>12/30/2013 12:36 PM</td> <td>* <i>Baker & Tracy (05005)</i></td> </tr> <tr> <td>Select Hill, Peggy</td> <td>\$a80513</td> <td>Active</td> <td>12/18/2013 11:25 AM</td> <td><i>Baker & Tracy (05005)</i></td> </tr> <tr> <td>Select Horton, Gregg</td> <td>\$a80516</td> <td>Active</td> <td>12/06/2013 10:31 AM</td> <td>* <i>Baker & Tracy (05005)</i></td> </tr> <tr> <td>Select Jones, Susie</td> <td>\$a12333</td> <td>Active</td> <td></td> <td>Baker & Tracy (05005)</td> </tr> <tr> <td>Select Tracy, Fisher</td> <td>\$pl6000</td> <td>Active</td> <td>12/26/2013 04:56 PM</td> <td><i>Baker & Tracy (05005)</i></td> </tr> </tbody> </table>						Name	User ID	User Status	Last Login	Assigned Firms	Select Baker, Hannah	\$pl6001	Active	12/30/2013 11:42 AM	* <i>Baker & Tracy (05005)</i>	Select Brown, Robert	\$a12555	Active	12/30/2013 12:36 PM	* <i>Baker & Tracy (05005)</i>	Select Hill, Peggy	\$a80513	Active	12/18/2013 11:25 AM	<i>Baker & Tracy (05005)</i>	Select Horton, Gregg	\$a80516	Active	12/06/2013 10:31 AM	* <i>Baker & Tracy (05005)</i>	Select Jones, Susie	\$a12333	Active		Baker & Tracy (05005)	Select Tracy, Fisher	\$pl6000	Active	12/26/2013 04:56 PM	<i>Baker & Tracy (05005)</i>
Name	User ID	User Status	Last Login	Assigned Firms																																				
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Select Brown, Robert	\$a12555	Active	12/30/2013 12:36 PM	* <i>Baker & Tracy (05005)</i>																																				
Select Hill, Peggy	\$a80513	Active	12/18/2013 11:25 AM	<i>Baker & Tracy (05005)</i>																																				
Select Horton, Gregg	\$a80516	Active	12/06/2013 10:31 AM	* <i>Baker & Tracy (05005)</i>																																				
Select Jones, Susie	\$a12333	Active		Baker & Tracy (05005)																																				
Select Tracy, Fisher	\$pl6000	Active	12/26/2013 04:56 PM	<i>Baker & Tracy (05005)</i>																																				


If you click the Select button in front of a name, you will then see information about that user.

Users

User

Last Name * First * Middle Gen

Status *

Bar Number  [Upload Image](#)

Entered by: Baker, Sue (\$pasmb1) at 12/03/2013 05:12 PM
Changed by: Baker, Sue (\$pasmb1) at 12/30/2013 11:42 AM

	Firm	Num	Default	User Type	Status	Eff Date	End Date	Email
Select View Activity	Baker & Tracy	05005	Y	USERADMIN	Active	12/3/2013		

You may then click on Select or View Activity. From the Select screen, you can view their activity (see Activity above) or change their email address.

Users

[Assign To Firm](#)

Baker, Hannah(\$pl6001)

Assign to Firm: Baker & Tracy Set as Default Firm [View Activity History](#)

User Type: User Administrator Status: Active
 Effective: 12/3/2013 To:

Email Address No email address *Last verified: 12/05/2013 04:14 PM*

Entered by: Baker, Sue (\$pasmb1) at 12/03/2013 05:20 PM
Changed by: Baker, Sue (\$pasmb1) at 12/03/2013 05:20 PM

You can also enter a single name on the Users screen to view information about a particular individual or to see if you had requested a User ID for that person.

Users

Partial Exact Like Show Inactive

Last Name First Name Firm Name Firm Number

Assigned Firms column legend:

- Firm in italic bold is default firm for the user.
- Firm as link (with Underscore) is email capable.
- Firm with asterisk (*) indicates user is UserAdmin for firm.

[+ Add User](#)

	Name	User ID	User Status	Last Login	Assigned Firms
Select	Baker, Hannah	\$pl6001	Active	01/09/2014 05:56 PM	* Baker & Tracy (05005)

Clicking on the +Add User link will provide you with an on-line way to request new users for your firm. Enter their Last Name, First Name, Middle Name and Generation, if any. Enter the MO bar number if the user is an attorney. Their status will default to Pending until a REJIS Administrator has created the ID. Enter their email address. This is a required field because the User ID will be emailed to the firm’s User Admin and the password will be emailed to the person receiving the new ID. The email to the new user will request that they contact their User Admin for their User ID. Also, enter a bar number if the person is an attorney.

Users

User

Last Name * First * Middle Gen

Status * Email Address *

Bar Number

A REJIS administrator will check daily for new requests, set up the ID/password and e-mail the information as noted above.

By clicking on the Firm option, the User Admin can view information about the firm such as their Firm Number and if a Client ID is required or allowed.

Baker & Tracy Welcome Brown, Robert [a12555] (USERADMIN)

Admin

Users

Firms

Firms

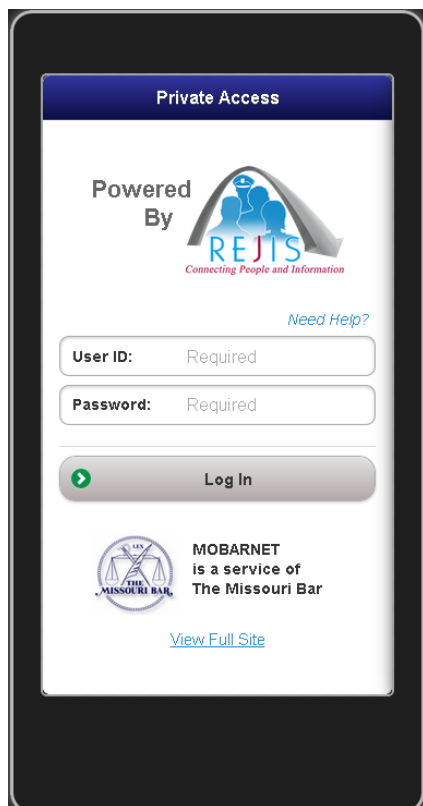
Partial
 Exact
 Like

Firm Name Firm Number App Name Status

Firm Name	Firm Number	App Code	Required Code	Status
Select Baker & Tracy	05005	MOBARNET	Allowed	Active

Mobile Access

The mobile website is: <https://pa2.rejjs.org/mobile>

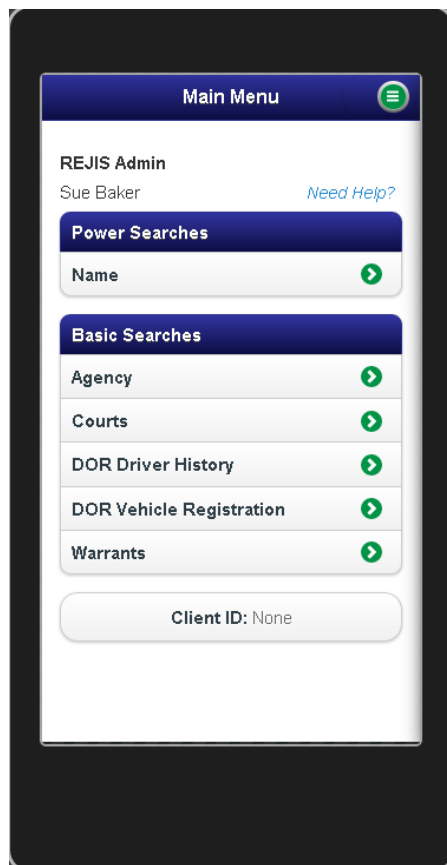


The major difference between the mobile and desktop/tablet access is that a sub-set of the applications are available on a mobile device. After consulting with attorneys, we included Agency, DOR Driver History, DOR Vehicle Registration, Court, and Warrants as the most used applications.

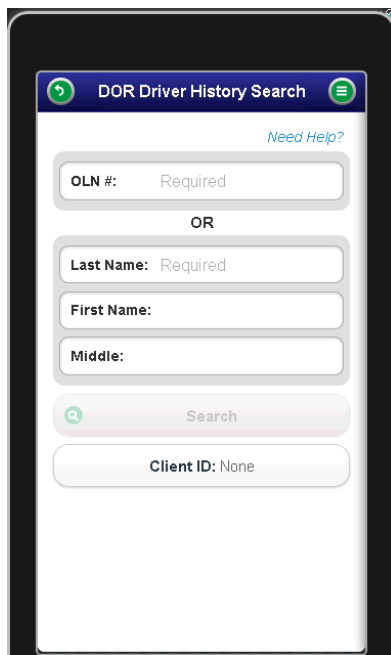
The screens, we believe, are self-explanatory and if you are a desktop user, will find them easy to use. The responses have been condensed to fit a smaller screen, but again, we are confident you will find them easy to interpret.

If your firm requires a client ID to be entered, you will see that message when you click the Log In button. If a Client ID is not required, you won't see the message but will go directly to the main menu.

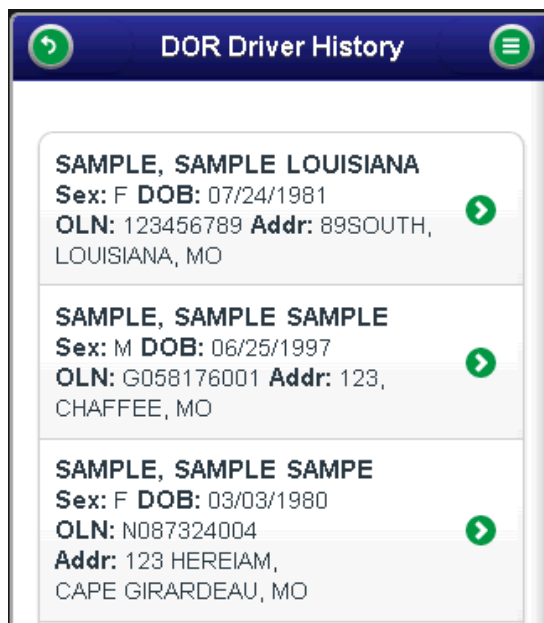
This is what the main menu looks like. Tap the bar for the search you want to conduct. A Power Name search is available similar to what you can do on the desktop version. Responses are returned to the Response index from which you can choose to view the individual searches.



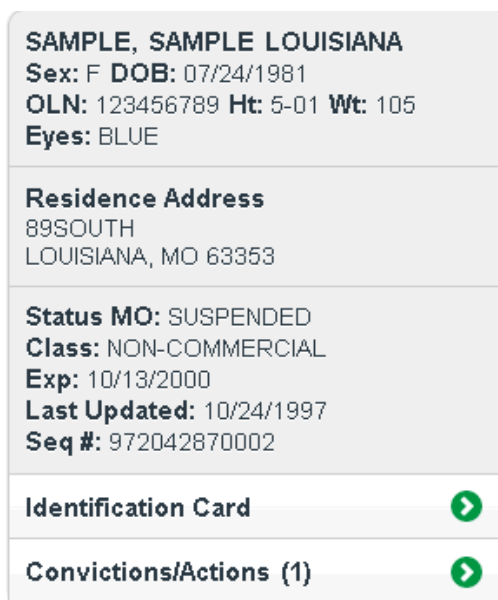
Tap the DOR Driver History. Enter either a driver license number (OLN) or a name. Then tap search.



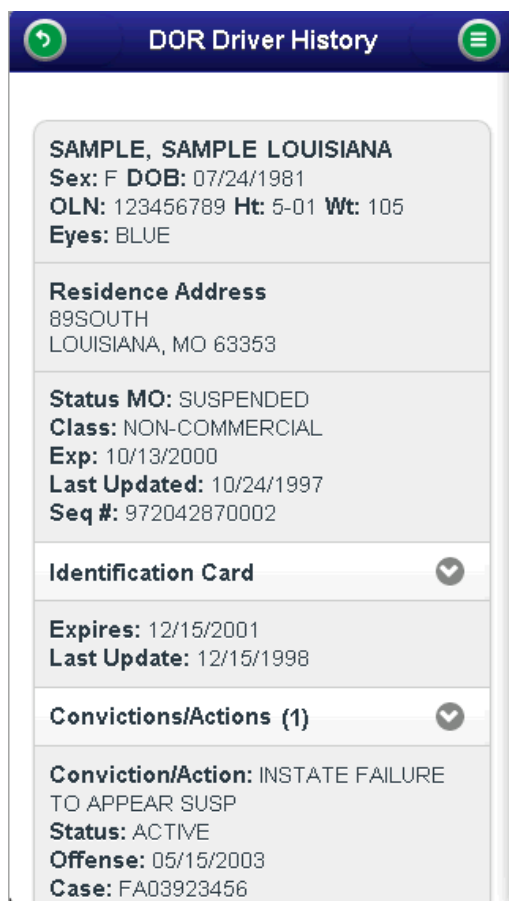
The results will be returned as follows:



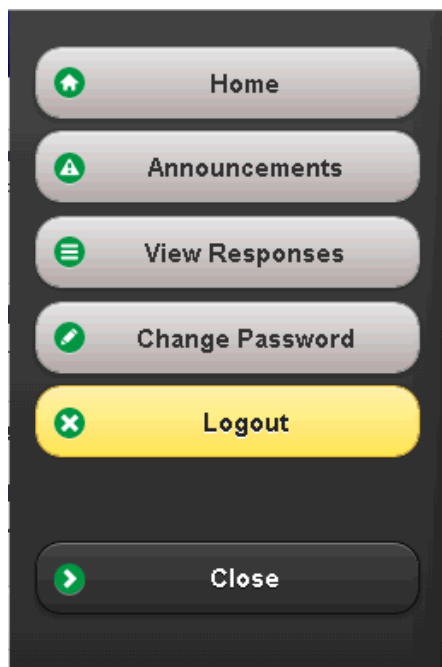
Tap the  to view the full detail.



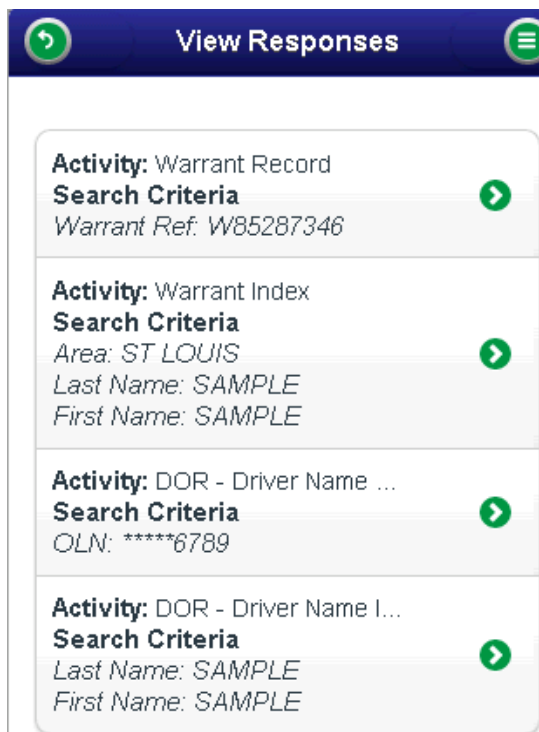
As you keep tapping the green arrow, more information will be displayed.



Tap the top left corner to go back or tap the top right corner to see a menu of other options:

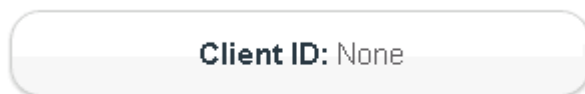


As with the desktop version, you will have a response list from which you can choose to view your inquiry responses.



You will not be charged when you select an inquiry off the response list.

You can choose to change your client ID at any time during the session by clicking on the button at the bottom of the screen:



For questions on any of the new features, please call the REJIS Help Desk at 314-535-9497 or 1-888-923-7255.