User Guide

MoBar Net

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Periodic revisions to this manual will be distributed. For the most current information refer to the on-line documentation.

Issued March 2008

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INTRODUCTION

Welcome

Welcome to MoBar Net. In this User Guide you will find information necessary to use the MoBar Net service. For each of the specific services available, additional information has been included in Appendix A that describes the data available and any special considerations or conditions that need to be noted.

General Information

MoBar Net is available on a non-guaranteed basis 1:00 a.m. to 12:00 a.m., 7 days a week. Some services may normally be available only during the regular business day. The REJIS Help Desk services are available Monday through Friday from 7:00 a.m. to 5:00 p.m., excluding holidays. Technical, application, and security questions should be directed to the Help Desk by calling 314-535-9497 (St. Louis area) or 888-923-7255. Due to the wide range of equipment and software used by our clients, the person at the Help Desk may not be able to resolve your technical question or problem immediately; a technician will return your call as soon as possible. Requests for billing assistance or general information should be directed to the general REJIS number 314-535-1950.

Access to MoBar Net is provided through the Internet from the attorney's office. Subscribers pay a monthly fee (based on usage) and some data bases accessed may have their own fee in addition to the MoBar Net monthly fee. (A current price list is available at www.mobarnet.org.)

MoBar Net has been designed with ease of use in mind and is, for the most part, designed on a Windows platform.

Use of Data

While most of the data available through MoBar Net is public record, some of the information is available only to attorneys. When applying for access to MoBar Net, a firm representative signed an agreement that the information is to be used to serve clients in the conduct of the practice of law and for no other purpose. All activity occurring during a log on is associated to the individual signed on. 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 REQUIREMENTS FOR INTERNET ACCESS

System Requirements

Verify that your computer meets these requirements:

- Computer with a Pentium ® -class processor
- One of the following operating systems:
  - Windows 2000
  - Windows XP
  - Windows Vista
- Microsoft TCP/IP installed. (Confirm by viewing Start > Settings > Control Panel > Network > Protocols or Configuration.)
- 30 MB free hard disk space for Citrix Web Client which is downloaded from the web site
- RAM (varies by operating system):
  - 64 MB for Windows 2000
  - 128 MB for Windows XP
  - 1GB for Windows Vista

Web Browser Requirements: (128 bit)

- Internet Explorer version 6.0 or above
- Netscape Navigator 7.0 or above (requires installation of an ICA 32-bit client)
- AOL – may be used to access the Internet but either IE or Netscape browser is required to install the Citrix Web Client

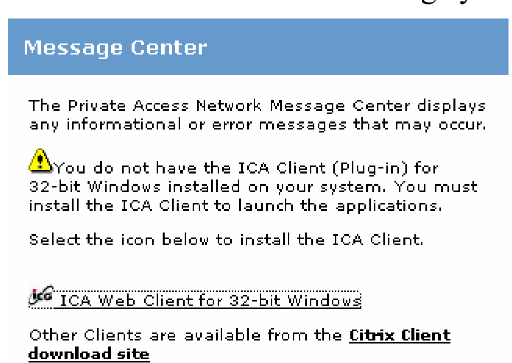
Other operating systems (e.g. MacIntosh) and browsers (e.g. Safari, Firefox) may be used to access PS Net; however, REJIS may be limited in resolving problems encountered using other than the recommended operating systems and browsers.

Installing Browser Plug-in for Netscape

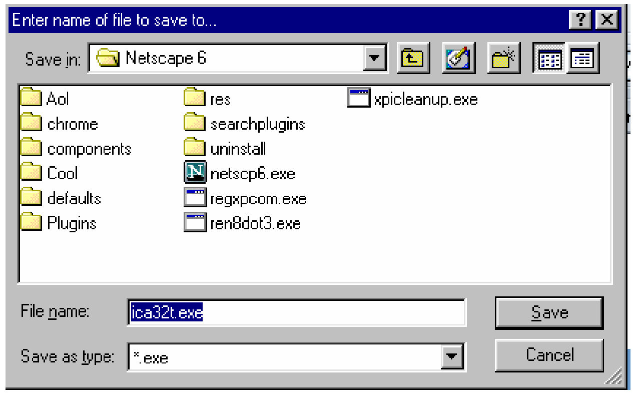
Netscape requires the installation of an ICA 32-bit client. You may either install this client prior to trying to log on to the Internet, or call the REJIS Help Desk for the instructions to install during the first log on.

To install during first log on to Internet, follow instructions provided by REJIS.

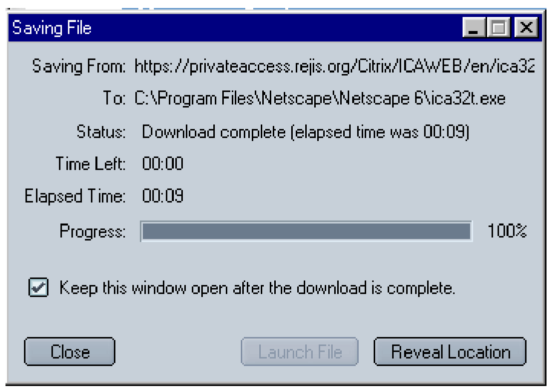
After you enter your Username/Password the first message you will see is:



After you have clicked on the ICA Web Client box, you will get the following message to save the file:



Save the file on your PC. You will see the following Window. After the file is downloaded, click on Close.

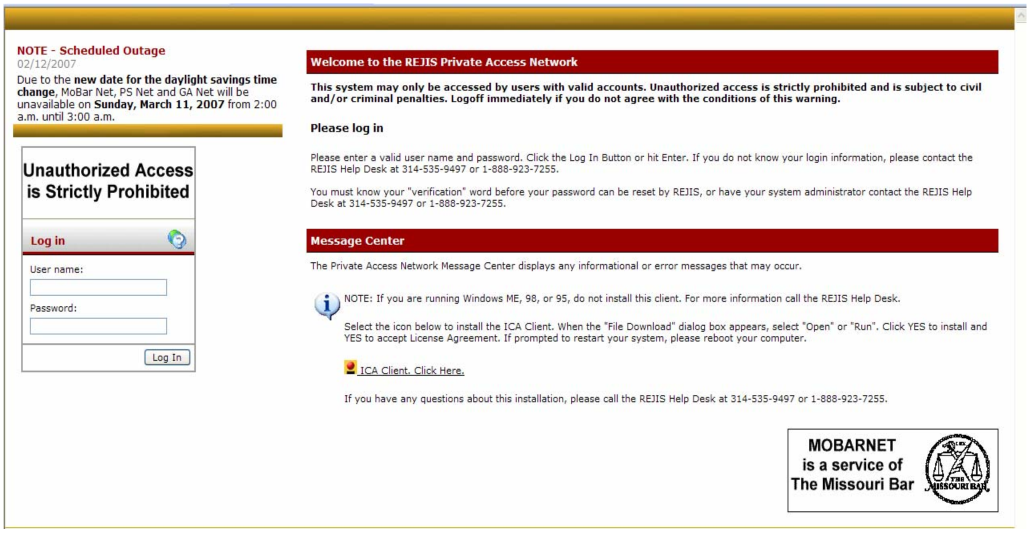


Find the file you just saved (WFICA32.exe) and use Start > Run to install. Instructions for installing the Internet software can be obtained by calling the REJIS Help Desk at 314-535-9497 or 1-888-923-7255.

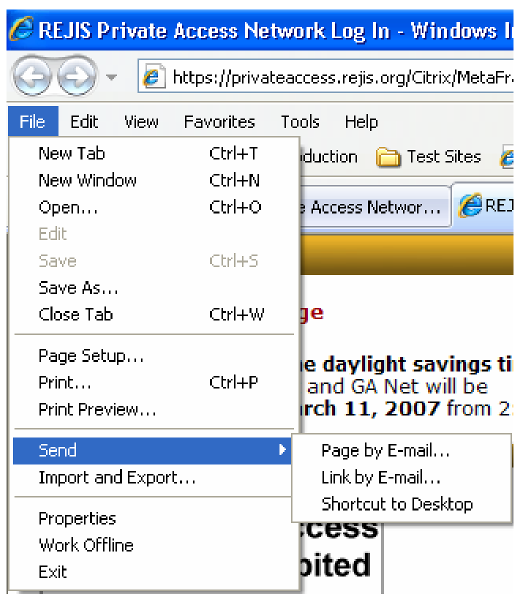
HOW THE SYSTEM WORKS

Sign On

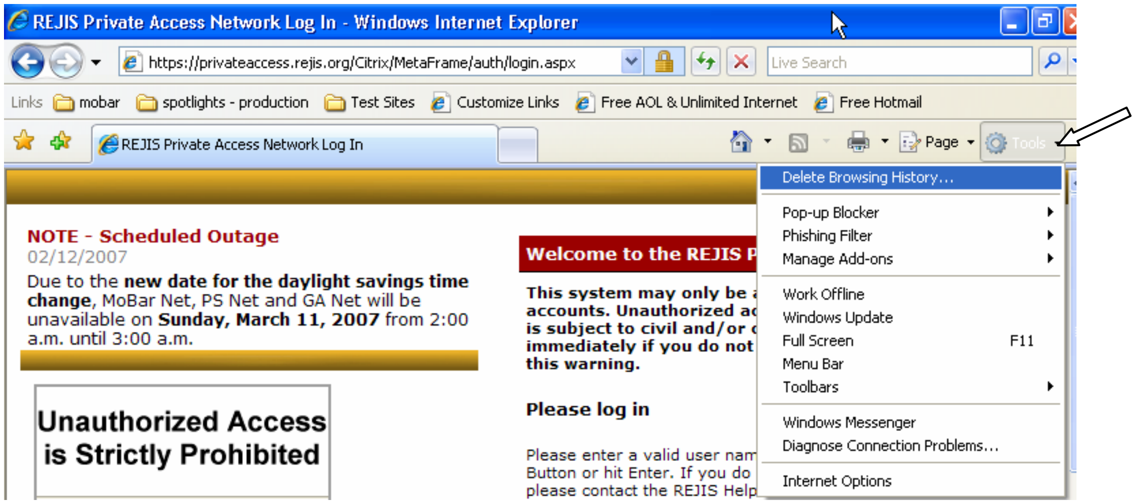
1. Go to the web site address provided by REJIS. You will have been provided instructions for installing the Internet software separately.

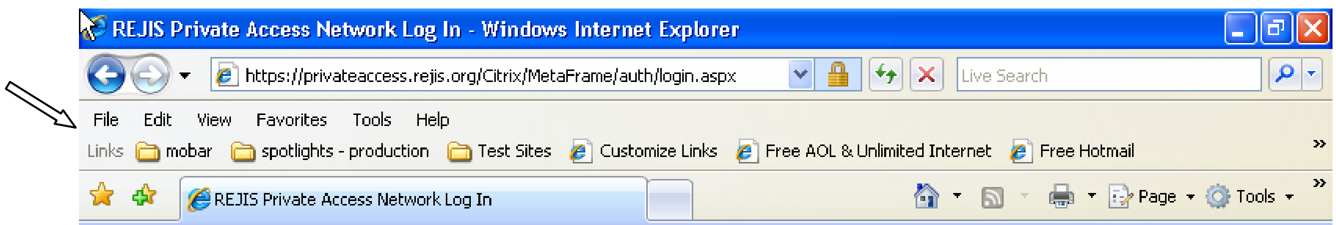


To put a shortcut icon on your desktop for this web location, at the top of your Internet Explorer screen, click on File > Send > Short to Desktop.



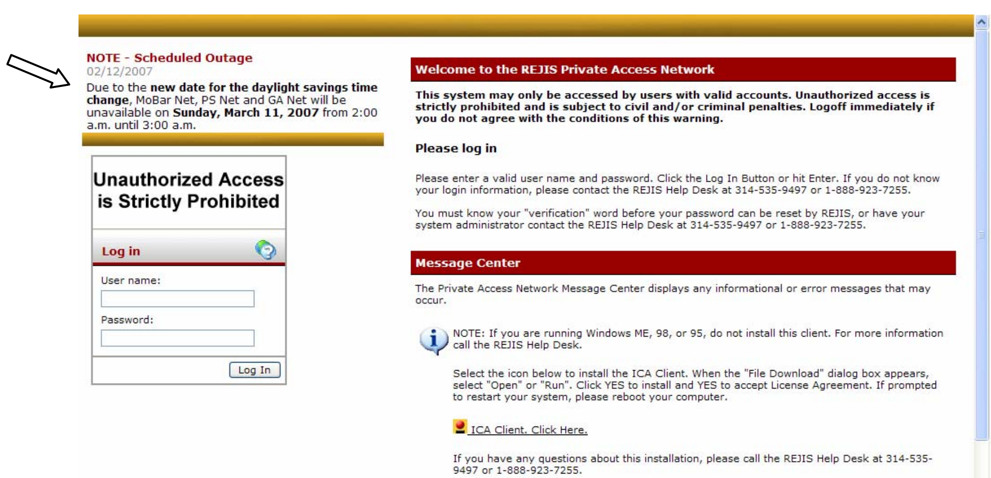
If you are using Internet Explorer 7, you may need to click on the Tools dropdown (right side of screen) and then Menu Bar to see the File option on your screen.



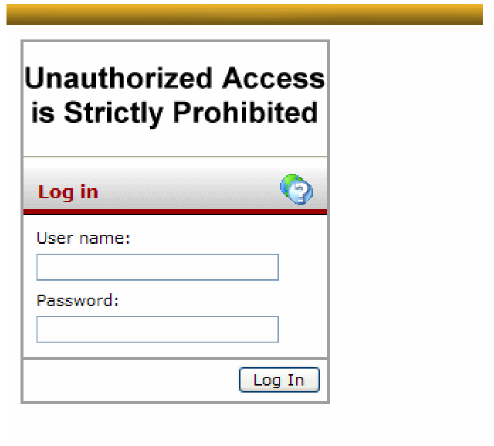


The icon on your desktop looks like this:

NOTE: Messages regarding service outages, changes to services, etc. will appear on the login screen just above security warning in the Login area. Make it a part of your sign in procedures to check this area for messages.

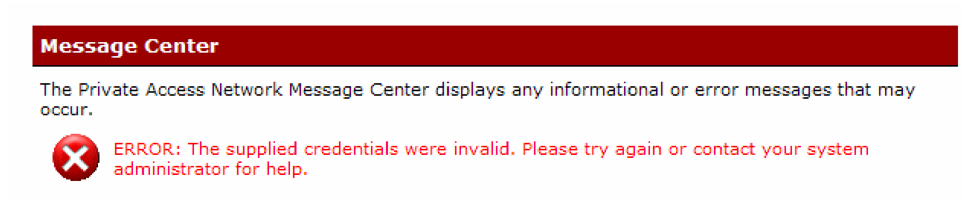


2. Log in with the username and password provided by REJIS. Click on Log In.



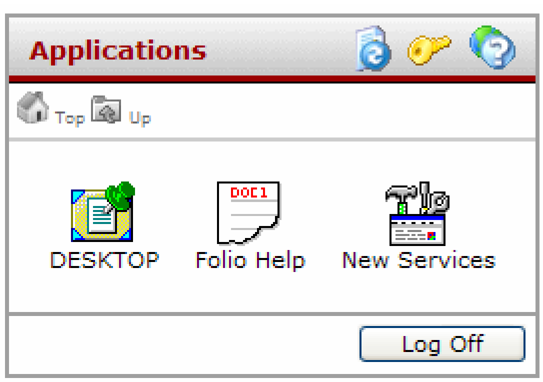
You will be required to change your password the first time you log on. (Passwords will expire every six months. See password change instructions on page 14.)

If you make an error in typing your username or password, a message will appear in the message box. You may need to scroll down to see the message.

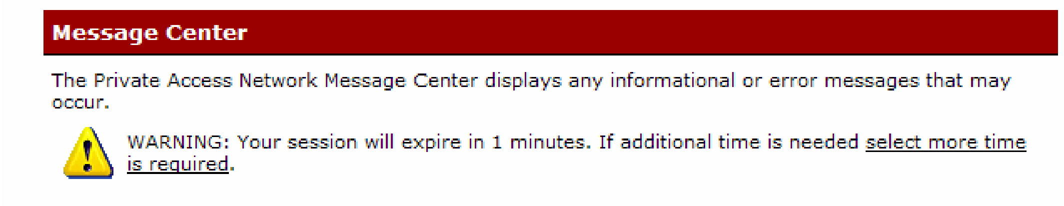


Access to Data

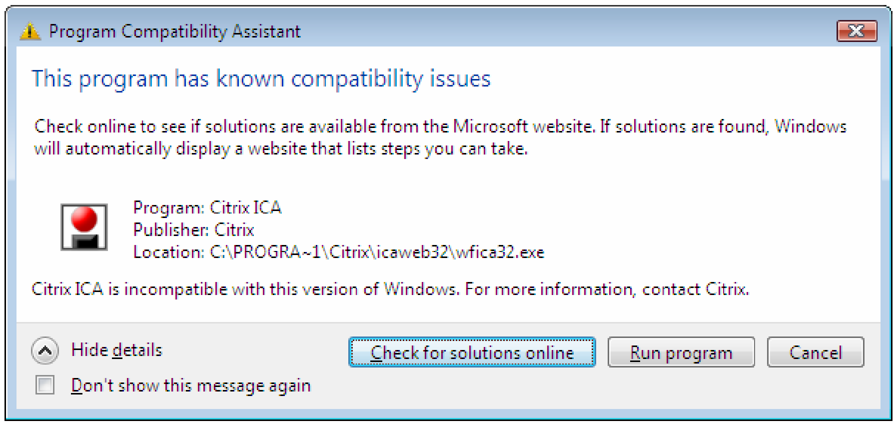
Once you are logged in, you will see several icons in the Applications Box. By left clicking on the Folio Help icon, you will be taken to the MoBar Net User Guide. There you will find information on how to get to the basic instructions for searching research data under the Legal Infobases icon. The New Services icon will take you to the section on the www.mobarnet.org web site that describes the new services and application changes. Clicking on either of these two icons will take you out of the MoBar Net website. The Desktop icon in the Applications box will take you to the data available on MoBar Net.



NOTE: If you take longer than a minute to click on one of the icons, you will see the following message in the Message Center portion of the screen; you will then be taken back to the login screen and have to reenter your username and password.

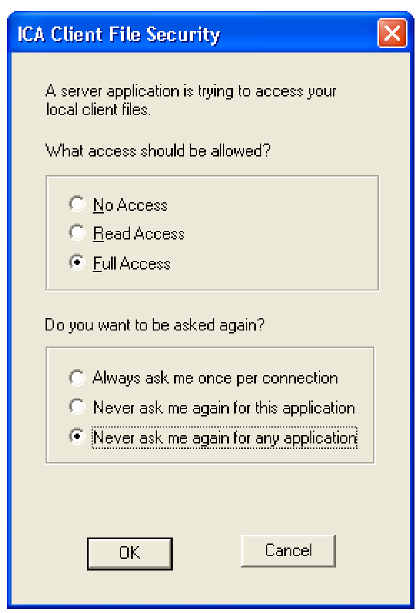


If you are running Windows Vista, you may see the following message:



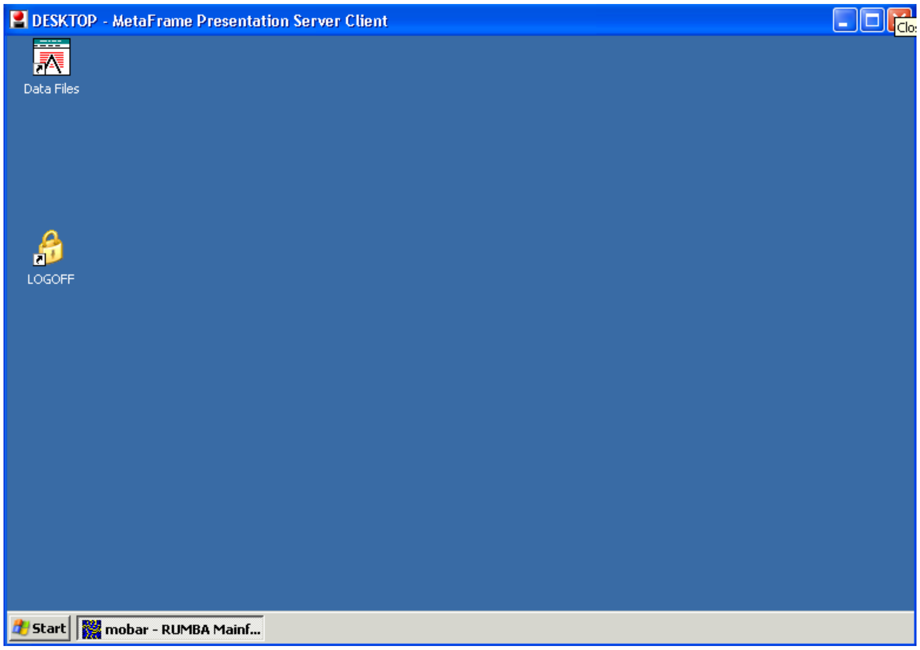
Click on "Don't show this message again" and then on Run program.

You may receive the following message after the first log on. If this box appears, check Full Access and Never ask me again for any application. Then click OK.



You will not see this screen in future log ins.

When you see the Desktop options (blue screen), double click on Data Files (after the mobar (Read only) – RUMBA box appears in the lower left corner of the screen). The information below describes the different areas of information and how to use them.



Do not close the rumba session located in the lower left corner next to the Start button. This is the connection to the REJIS interface to various data sources. See Error Message #3 in Appendix E – Troubleshooting.

Data Files

Begin by double clicking on the Data Files icon. You can only have one Data Files session opened at a time. See Error Message #4 in Appendix E – Troubleshooting.

Depending on the Client Billing option your firm chose, the first screen you see will either be the "Assign Client Billing Number" or the main menu. There are two possible options if your firm chose to view the client number screen; you must enter a client number/name (minimum one character) or you may click on the Main Menu tab (or right click once with your mouse in a blank area of the screen to bring up the list of service options). See Appendix A – Billing System for detailed information on how to use Client Billing. If your firm chose not to view the client billing screen, you will see the main menu.

When you see the main menu, select the information you wish to access. There are three ways of doing this: 1) Position the Mouse arrow on the drop down list of data you wish to view and then click the left Mouse button. The choices available within that major grouping will appear as a drop down list of options. Again, position the Mouse arrow on the option desired and click the left Mouse button. If additional options are available at this point, they will appear on the screen. Using the drop down option allows you to get directly to the type of search you wish to make, i.e. name, case number, etc. 2) Click on one of the buttons appearing on the main menu. This will take you to the search options available. Select the type of inquiry you wish to make. 3) Right click on a blank area of the Main Menu. You will see a list of services available. Click on the service you wish to search. This will take you to the search options available. Select the type of inquiry you wish to make. Using any of the three methods, you will now be ready to enter the data necessary to make your inquiry. Specific instructions, as required, will appear on the screen. Type in the data requested. Then, hit the Tab key to move the cursor to the next data field. When the data entry fields have been completed, move the Mouse arrow to the Enter button at the bottom of the screen and click the left Mouse button or press Enter.

If you make an error or wish to change information you have typed, you can erase the data entered. The Backspace key will erase the data one character at a time as you backspace through the field, or position the cursor at the beginning of the data field and press the Delete key until the field is erased.

Commonly Used Keys

Backspace	Erases the character in back of the cursor.
Delete	Erases the character in front of the cursor.
Enter	Processes your request.
Tab	Moves the cursor from field to field or line to line.

Some commands or instructions that you use may either be executed through the use of your Mouse or by a series of keystrokes known as shortcut keys. Once you become skillful in the use of the shortcut keys, more time is saved when they are used.

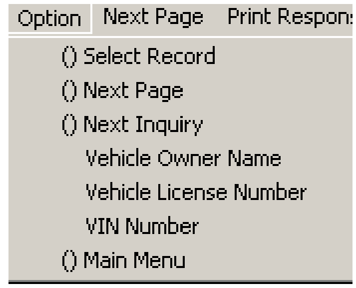
How to Select Data from a List

To select data such as race or vehicle make codes, scroll through the list(s) to find the data that you need for your inquiry. Move the Mouse arrow to this data and click the left Mouse button. The line highlighted will be selected.

Menu Options on the Top of the Response Screens

At the top of the response screen, options for further processing will be displayed. This list of options will vary depending on the response. To select an option, position the mouse arrow on the option and click the left Mouse button.

( ) Option	Allows you to select a record which has been highlighted on an index, go to the next page, choose another inquiry, or to go directly back to the Main Menu



Choose one of the options by left clicking on it once.

( ) Next Page — Advances you to the next page of the information that you requested. Note: In some instances, scrolling is used to move to the next page. In those cases, the Next Page option will not appear at the top of the screen.

( ) Return to Index — Allows you to return to the index previously displayed.

( ) Print Response — Directs the information shown in the record selected or the section of the index you are viewing to the default printer attached to your PC. You can also direct a full record response or a billing report to a file on your C: drive. See Printing on p. 11 for instructions on how to print to a printer other than your default printer.

When selecting a record off an index, in addition to highlighting the record and choosing "Select Record" from the Option list, you may also highlight the record and double click.

<u>Push Buttons</u>

The Push Buttons are located at the bottom of most screens. To use, move the Mouse arrow to the desired Push Button and click the left button on the Mouse.

Enter	Processes your request
Main Menu	Returns to main menu options
Next Inquiry	Returns to Options menu for the data file you are currently accessing

<u>How to Scroll Using the Mouse</u>

In some instances not all of the available data is displayed on the screen. The availability of more information can be determined by viewing the column to the right of the record or box. Two arrows should be shown, one pointing up, the other down. If an arrow is shaded gray, there is no data to be seen in the direction the arrow is pointing. If the arrow is black, there is more data to be viewed. To scroll through a record or list of data, move the Mouse arrow to the arrow pointing in the direction you wish to scroll and click the left Mouse button. The button needs to remain depressed to scroll. When the button is released, the scrolling stops.

<u>Right Clicking</u>

A feature is available which will make moving from one DATA FILE to another more user friendly. Rather than going back to the Main Menu to select another service option, you can "right click" on your Mouse and all the options from the main menu will appear. Left click on the option you want and that screen will automatically pop up. This feature can be activated from anywhere in DATA FILES. However, you must right click in a blank area. Right clicking on options, words, and scroll bars will not produce the pop up screen.

How to Assign Client Billing

One of the DATA FILES options is Billing. This option contains a feature that can be used to charge time/billable transactions to your firm's specific client numbers or to obtain detailed billing reports. The client number should be assigned prior to using the service you want to have charged to a specific account. Detailed instructions on use of the client billing feature are contained in Appendix A, Billing System. The quickest way to change a client number in DATA FILES is to click on the right Mouse button and select Billing – Assign Client Number. You will immediately be taken to the screen to change the client number. To view the current client number/name, from any screen right click in a blank area and choose the “Billing – View Current Client Billing Number” option. Click OK to get back to the data. You can change your client number/name as many times as you wish in a session.

Legal Infobases

LEGAL INFOBASES contains the Missouri Local Court Rules, Jury Decisions (provided by Civil Litigator), 2007 Missouri Statutes and an Index to the Missouri Attorney General Opinions. All the data contained in Legal Infobases is searchable using the Folio Views search software.

Click on the Legal Infobases option at the top of the screen and then select the database you wish to view. You can also click on the button representing the infobase you wish to view. You will be taken directly to the Jury Decisions, AG Index or Missouri Statures. If you click on Local Court Rules you will be taken to the Legal Infobase menu listing all 45 circuit court rules.

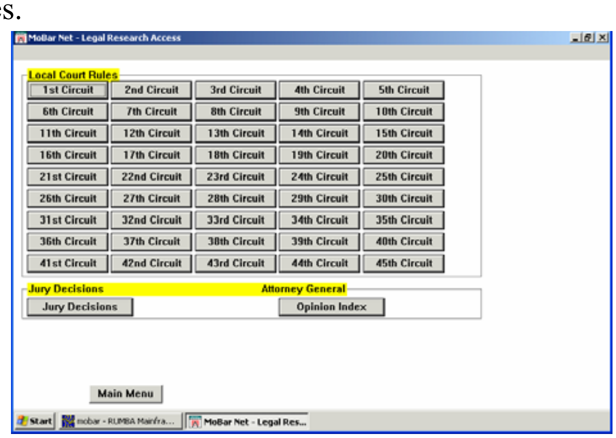


Figure 1

Click on the button representing the information you wish to view. To open additional infobases click on the MoBar Net - Legal Infobases bar on the bottom of the screen or close the window you are currently viewing. You will be returned to the main Legal Infobases menu and from here you can select an additional infobase. You may open as many infobases as you wish.

Searching Infobases

See Appendix B, How to Search Infobases, for basic help on searching. See the Folio VIEWS on-line documentation (HELP) for detailed instructions on how to search an infobase. All the capabilities of this software are not provided; only basic search functions are allowed. A summary of query commands is included in Appendix D along with common Folio terminology.

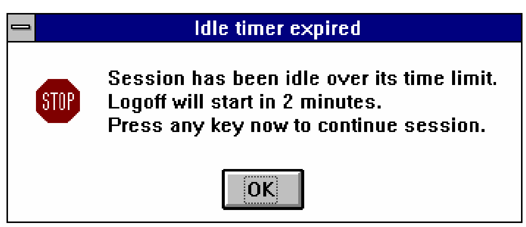
Figure 3 in Appendix B shows the basic functions most commonly used in performing searches. A description of these functions is also provided in Appendix B. Most of the infobases have a Table of Contents (TOC). Click on the Contents tab on the View Bar. To locate the data you are interested in, you can expand the TOC items by clicking on the +. To close a section of the TOC, click on the -. Double click on the TOC item to access that section of the infobase. Appendix B provides more details on how to use the TOC function.

When printing Legal Infobase information, highlight or tag only those areas you want printed before selecting the print option. See Appendix C for more specific information on how to print Legal Infobase information and how to save information to a file.

You can switch between Legal Infobase information and on-line databases by clicking on the service you want to access on the bottom bar (next to the Start button). If you wish to apply a client number/name to the Legal Infobase searching, and it is not the number/name you last entered, you must go back to Data Files – Assign Client Number – to change the client number/name.

System Time Out

MoBar Net has a time-out feature that is invoked when no data has been sent or received over the communications line for a certain amount of time. At present, the time-out period is 5 minutes. The message below will appear. Press any key if you want to avoid the time-out.



Printing

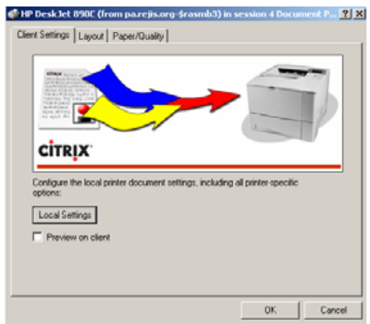
MoBar Net records or text can be printed either to a printer directly attached to your PC, to most network printers, or to a file on your PC.

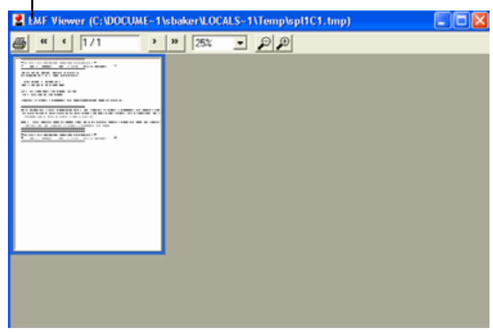
When the printer option is chosen, a printer dialog box will pop up showing your default printer. If you want to print to a printer different than the one that appears in the box, click on the

Properties button next to your default printer. Click "Preview on client" under Local Settings. Click OK. Click OK again on the next screen. You will see a print preview screen. Click on the print icon on the top of the screen. You can then choose the printer you want to print to. There are some additional options available, i.e. number of copies you wish to print, portrait or landscape, and duplex.

In Data Files you cannot select portions of the text to print but must print the entire record. Click on the X to close the print preview.

Printer Icon





If you decide that you do not want to print the data and you are already in the printer dialog box, click on the cancel button. This will give you the error message: "If print canceled from print dialog box, disregard this message -or- your printer was not recognized by our service, contact the REJIS Help Desk." Click the OK button and disregard the message. When printing Legal Infobase information, highlight or tag only those areas you want printed before selecting the print option. See Appendix C for more specific information on how to print Legal Infobase information.

When printing Data File records to a file, only a file name is needed in the Print to File window. The program automatically saves the record to the C: drive. Legal Infobase information cannot be printed to a file.

If you encounter problems printing, call the REJIS Help Desk.

Messages

Messages regarding service outages, changes to services, etc. will appear on the login screen just above security warning in the Login area. Make it a part of your sign in procedures to check this area for messages.

If you log in and try to use a service that is experiencing problems or is out of service, a message "Problem Encountered Processing Request" may appear. The best way to handle this situation is to try your inquiry again at a later time. If a system outage is known in advance, a message is placed on the screen as you are logging in (see above). It is important to read these messages so you don't log on to inquire against a system that is out of service.

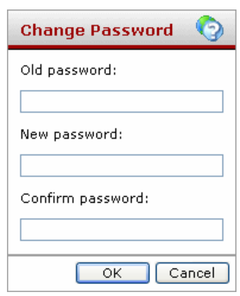
You may also see information regarding new services on the log in screen.

Troubleshooting

If you have problems connecting to MoBar Net or utilizing its many features, you will find assistance in Appendix F, the Troubleshooting section. If you still find it necessary to call the REJIS Help Desk, please have basic information about your computer at hand. You may be asked about your operating system, network, Internet provider, or various other hardware features.

Change Password

The system requires you to change your password the first time you log on and every six months thereafter. **You will receive a warning message that your password is about to expire in X number of days and asking if you want to change it.** If you experience problems, please contact your firm's MoBar Net administrator or the REJIS Help Desk. If your password needs to be reset, you must give your "verification" word to the Help Desk personnel. This is a word that was obtained from you to verify that you are, in fact, the person calling in to change a password (usually mother's maiden name).

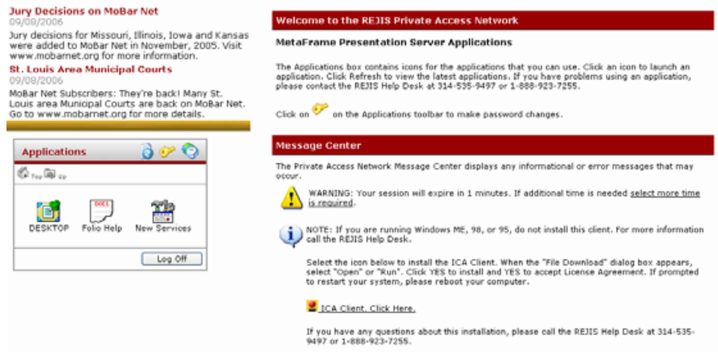


In the Old Password box, type in the password provided by REJIS or your current password. In the New Password box, type in your new password using the following guidelines:

- Cannot contain all or part of the user's account name or full name
- Must be at least six characters in length
- Cannot repeat any of three previous passwords
- Must be at least one day old
- Must contain characters from three of the following categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (i.e. !, #, % - cannot use $)

Confirm the new password you selected and click on OK.

Your password can be changed at any time from the Applications window by clicking n the  icon. The password guidelines are listed above.



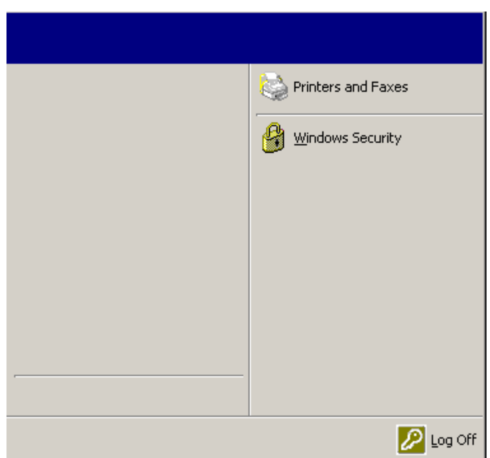
Notify the REJIS Help Desk when an attorney or paralegal that has a MoBar Net ID leaves your firm. We recommend that you remind MoBar Net users not to leave their ID/password in sight of others. It is also advisable not to use passwords that others may easily discover or have everyone in the firm use the same password.

The option to hard code your access ID and password to automatically log on is not available.

For a list of possible security error messages see error messages #1 and #2 in Appendix E - Troubleshooting.

How to Sign off

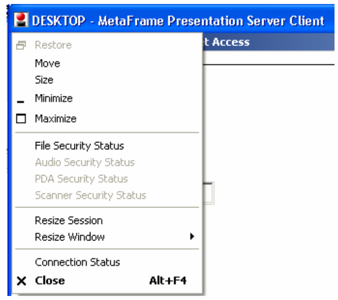
You will see a Start button in the lower left corner – it will show three options:



Printers and Faxes – Allows you to view and perform some printer functions.
Windows Security – Allows you to log off (disconnects the MoBar Net session and returns you to the Login window) or cancel and go back to the application.
Log Off – Allows you to log off the system (disconnects the MoBar Net session and returns you to the Login window).

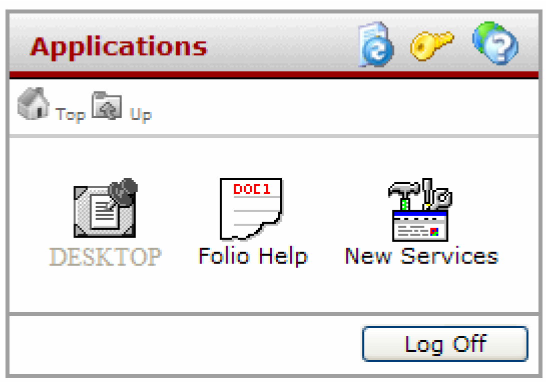
You must close the Desktop – Citrix ICA Client window to terminate the session. You can do this by:

a. the methods described above using the Start button (Windows Security or Log Off)
b. returning to the Desktop (blue screen) and using Logoff
c. going to the top left and left clicking once on the Desktop icon. Click on Close.



d. clicking on the X in the top right corner
e Shift +F3

All of the above log off methods will take you back to the Login window (assuming you have been in the application for at least one minute). If you log out within one minute of your log in time, you will be returned to the Desktop icon (Applications window) and you can then click on Logout or close your Internet session.



For assistance or questions regarding MoBar Net call the REJIS Help Desk (314-535-9497 or 1-888-923-7255)

APPENDIX A

Services Available

Circuit Courts

Purpose

The Circuit Courts of St. Louis City and County make this information available to attorneys to assist them in acquiring necessary information from the court records to serve their clients in the conduct of their law business and for no other purpose.

Accuracy

The Office of the Circuit Clerk makes every effort to ensure accurate and timely records are entered in the computer files. However, errors or omissions may occur. Attorneys should verify all information.

Cautionary Note

Cases may be retrieved by party name or case number. Unless you enter the full and accurate case number (including dashes), the response will be "No Record on File." If you are uncertain of the case number you should begin the search using the party name. If a complaint, information or indictment charges multiple defendants or if an exception is filed in a condemnation matter, an alpha character may be added as the last position.

Information Available

21st Circuit Court: (Data current as of 9/28/07)

<u>CRIMINAL AND TRAFFIC CASES</u>

Felony cases filed at the circuit level since 1980, misdemeanor and county ordinance cases involving drugs or alcohol filed since 1985, and misdemeanor and county ordinance cases not involving drugs or alcohol filed since 1987 are available on the system. County ordinance violations filed after 11/15/92 are available through the St. Louis County Municipal Court. Periodically information from the on-line system will be archived and available upon request to a deputy clerk from microfiche or original case records.

Case records also contain the minutes or proceedings. CLOSED RECORDS AS DEFINED BY CHAPTER 610 RSMo. ARE EXCLUDED FROM THE SERVICE.

In addition to the defendant, case number, or UTT number inquiries to retrieve case records, a docket inquiry is also available. Using the date and a division and/or a team identifier, docket information will be displayed. The docket display lists the case number, case type, defendant's name, case status and defendant status.

CIVIL CASES

1. Civil, Equity, Domestic Relations, Adult Abuse and certain Department of Revenue Cases filed or disposed since 1/1/78 and any cases that were pending as of that date, except for Paternity actions filed since 7/1/87 (ref. 210.846 RSMo.).

2. Associate Civil, Small Claims and Department of Revenue Cases filed or disposed since 1/1/86 and any cases that were pending as of that date.

2. All Garnishments filed at the circuit level since 10/1/90.

Confidential and sealed cases are not available through MoBar Net.

In addition to the name or case number inquiry to retrieve summary civil case information, a docket inquiry is also available. Using the date and a Division identifier, docket information will be displayed. The docket display lists the case number, case type, case status, plaintiff and defendant name and the bar number of the attorney. Up to ten bar numbers will be displayed (five each for the plaintiff and defendant). Information can also be retrieved on garnishments (filed after 12/31/89), judgments (entered after 8/31/96), and parties.

22nd Circuit Court: (Data current as of 5/29/06)

The following case types are available on cases filed in the St. Louis City Circuit Court. Information on cases filed before 1985 should be checked with the deputy clerk. Information on all cases should be verified by viewing the court file.

1. Felony Cases
2. Misdemeanor Cases
   a) Traffic
   b) City Appeal
3. Circuit Civil
4. Equity
5. Domestic Relations/Adult Abuse/Child Protection
6. Child Support
7. Associate Civil
8. Small Claims
9. Closed Paternity Cases*

*Pending Paternity Cases are excluded from view pursuant to 210.846 RSMo.

Information inquiries can be made by the following:

1. Party Name
2. Case number
3. UTT (Uniform Traffic Ticket) Number
4. Docket Schedule

Information on civil cases available via the MoBar Net service is current as of 5:00 p.m. of the previous business day.

Municipal Courts

Purpose

The Municipal Courts make this information available to attorneys to assist them in acquiring necessary information from the court records to serve their clients in the conduct of their law business and for no other purpose.

Accuracy

The Court Administrator/Clerk(s) makes every effort to ensure accurate and timely records are entered in the computer files. However, errors omissions may occur. Attorneys should verify all information.

Cautionary Note

Cases may be retrieved by party name, case number, or docket date. Unless you enter the full and accurate case number (including dashes), the response will be "No Record on File" or "No Record Found." If you are uncertain of the case number, you should begin the search using the party's name.

Information Available

St. Louis City/Area Municipal Courts:

St. Louis City Municipal Court information and area municipal court information is accessed under the Court Info dropdown or Area Munis button.

Case information from the City/Area Municipal Court files can be retrieved by the name of the defendant, by case number, or UTT number. A docket inquiry is also available. This inquiry provides information about cases assigned to a specific docket. To select a case off the docket listing, double click on the record. When inquiring by Case Number or Docket you must choose the specific court you want to search from the drop down list. When inquiring by name, you can either select a specific court to search or search all municipal courts participating in MoBar Net.

CLOSED RECORDS, AS DEFINED BY CHAPTER 610.RSMo ARE EXCLUDED FROM THE SERVICE. An inquiry by name requires a last and first name; an inquiry by docket requires a docket date.

Periodically, information from the on-line system will be archived and available upon request to a member of the Court Administrator's Office.

St. Louis County Municipal Court:

The St. Louis County Municipal Court was established by the St. Louis County Council on October 1, 1992 pursuant to Senate Bill 529.

Information from the St. Louis County Municipal Court file can be retrieved by the name of the defendant or a number inquiry which can be either the case number or the traffic ticket (UTT) number. A docket inquiry is also available. This will provide information about the cases assigned to a specific docket. CLOSED RECORDS, AS DEFINED BY CHAPTER 610.RSMo ARE EXCLUDED FROM THE SERVICE.

Periodically, information from the on-line system will be archived and available upon request to a member of the Court Administrator's Office.

Missouri Driver History/Registration Information

Purpose

The Missouri motor vehicle registration and driver's history information is available to attorneys to assist them in serving their clients in the conduct of their law business. These records are provided electronically to attorneys to promote the efficient administration of justice.

Accuracy

Every effort to ensure that accurate and timely records are entered in the computer files has been made. However, errors or omissions may occur. The information in this file regarding convictions for traffic offenses is dependent upon submission of the data from a number of different agencies.

Cautionary Note

The computer responses are not certified copies of the Department of Revenue records. If certified copies of records are needed, the Department must be contacted directly. Also, there may be delays between the conviction for the driving offense and that data appearing in the computer record.

Confidentiality

Missouri law permits individuals to treat personal data in these records as confidential information, except under certain conditions. Once a person makes this declaration, this information must be concealed from the general public and only made available for certain purposes. Effective September 13, 1997, use of personal information on operator licenses and vehicle registrations is governed by RSMo 32.055 and Title 18, 2721(b)(14) of the United States Code. The business of your firm qualifies for one or more of the permissible uses. However, your firm must comply with the limitations specified in its use of the record (see Addendum to User Agreement) and may not release the record to any other party contrary to this law. **Failure to comply will result in cancellation of access to driver/vehicle records.**

Information Available

Driver History:

Driver history information is available by using either a name or driver's license number for the inquiry. Information returned in the full display will include address information as shown in the state files, license qualifications, restrictions and conviction history.

DOR uses the first ten characters of both the first and last name and searches on an exact match to the name on the driver’s license. Remember to search multiple ways if you don’t know the name on the actual driver’s license. For example, you may want to search obrien and o’brien or maryann jones and mary ann jones.

The MA and AC at the end of some of the driver’s license numbers indicates that the person driving that vehicle was either involved in an accident or was issued some type of violation, i.e. speeding. When the ticket information was sent to the Missouri Department of Revenue, they either did not have sufficient information to append the accident/violation to a specific person's driver's license or that person did not have a valid Missouri driver's license.

When duplicate records appear on an index, they contain the same information on the record. You need only select one of the records. This usually happens when the same name appears in the previous name section multiple times. Check the license number, name, date of birth and address. If they are the same, it is one record showing multiple times in the index.

Even though you may have searched using a social security number, if that number is not used as the driver's license number, you will not see it on the screen. Social security numbers are considered confidential by the state of Missouri. You can obtain a record by using the person's social security number, even if they do not use that number as their driver's license number.

Some other information that you may see on a driver's history record is a cautionary notation to indicate if the person is hearing impaired or deceased. Endorsements, which include certain vehicles the person is licensed to operate (motorcycle, tank vehicles, etc.) may also be noted on the license. You may also see at the end of a license a record of outstate commercial vehicle accidents or a notation that a plate has also been suspended for a specific driver. Records of other state's license numbers are also sometimes included on a record.

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 <u>points assessed for that violation</u> 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.

You also have an option that allows you to request up to five records at one time by license number (multiple driver license numbers). You will still pay a fee for each record you request; however, you will save on your session time. The records will print out one after the other. However, if you save them to a file in Word and then print them, you can have each record on its own page by inserting a page break after each continuous record.

<u>Vehicle Registration:</u>

Vehicle registration information is available by license number, vehicle identification number or owner's name. Information included in the full display is the owner's name and address, a description for the vehicle and lien holder information. NOTE: For the vehicle identification number (VIN) inquiry, the vehicle make and year are required fields. The inquiry is an exact match routine which means only records that exactly match the inquiry will be displayed. For vehicle make, use the four character make shown in the drop down list. If you do not know the year and/or make, click on the ? next to the VIN field. When searching by name, you may need to search by both the husband/wife's or parent/child's name if the vehicle is in multiple names. You can only bring up the record by the first name that appears on the registration.

Lines with no license plate number indicate that that vehicle has either been sold and not re-registered in Missouri or that the license plate has not been renewed. Some plates may have a notation that they have been suspended for tax violations or child support issues.

Dealer Information:

Dealer registration information is available by license number and dealer name. Information contained in the full display is the dealer's number, name, address, owner information, dealer license information, and violations.

Marine Registration (Boat & Motor):

Marine registration information (boat and motor) is available by owner's name and boat/motor registration number. The index includes title number, owner name, expiration, registration number, make, model, and VIN. Information contained in the full display includes name and address, title and VIN number, make, model, year, purchase and registration date, as well as original/current lien holder name and address.

Prorate (Commercial) Registration:

Prorate information is available by license number. The prorate license year is required. Most plates are non-expiring and the designation for this is NX. Information contained in the full display includes title number, VIN, vehicle information, plate status and issue date, applicant name and address, contact and telephone number.

Social Security Administration Death File Information

Purpose

The Social Security Administration Death File is available to attorneys to assist them in serving their clients in the conduct of their law business. These records are provided electronically to attorneys to promote the efficient administration of justice.

Accuracy

Every effort to ensure that accurate and timely records are entered in the computer files has been made. However, errors or omissions may occur. The information in this file is made available to attorneys from the Federal Social Security Administration and should be considered lead information only and independently verified with the local office of the Social Security Administration.

Cautionary Note

The computer responses are not certified copies of a death record and information that is returned should be thoroughly verified with the Social Security Administration.

Information Available

The Social Security Administration Death Certificate file identifies deaths reported nationwide to that agency. Approximately 98% of the records in the Social Security Administration Death Certificate file document deaths between 1962 and the present. REJIS receives regular updates. Death notices are confirmed by the Social Security Administration as follows:
Verified - Death verified with a family member or spokesperson for the family or Proof of Death Certificate observed.

The death file can be searched by name or social security number. To search by name, the last name is required; the first name is optional. The middle initial is not recommended unless the person has a very common name or you are reasonably sure the person used his/her middle name. If no records result from a search using the middle initial, run it again without the middle initial. This inquiry only returns EXACT matches, so if there could be variations in spelling – William and Bill for example or Van Buren and Vanburen – check all variations.

If the individual's date of birth is known it may be entered. Do not enter the date of birth if there is any doubt of its accuracy. The secondary search option of date of birth can be used to narrow the search results if you are searching a common name. While you can search by social security number, it will not be visible on the information returned.

The full response may include the person's name, state of residence (if known), date of birth, date of death, and last residence zip code (if known, may vary from current zip codes if an old record).

Federal Social Security Inquiry - No Response

While the Social Security Death Certificate database is extensive, it does not list every death. The most common reasons for a death not being in the database include:

1) The death was not reported to the Social Security Administration
2) The death occurred before the Death Master File was maintained electronically
3) The death occurred before 1936, when the Social Security Administration began keeping records.
4) The person did not participate in Social Security
5) A recent death has not yet been indexed
6) Human error, which could include false positive responses.

When errors are detected, the local Social Security Administration office should be notified to facilitate corrections.

Equifax Information

Provided by CSC Credit Services, Inc. an Equifax affiliate

Purpose

The Equifax Locator information is available to attorneys to assist in serving their clients in the conduct of their law business. These records are provided electronically to attorneys to promote the efficient administration of justice.

Accuracy

Every effort to ensure that accurate and timely records are entered in the computer files has been made. However, errors or omissions may occur. The information made available to attorneys comes from reports made to Equifax, by creditors throughout the United States. As with any computer file, the information should be considered lead information only and independently verified.

Cautionary Note

The computer responses are not certified copies of records. All the information that is returned should be thoroughly verified.

Information Available

The system allows access to name, address, and other information that will help identify an individual. The system will return up to four files (records) that contain a match on the SSN that was entered into the system. In addition to the basic name and address information that is returned, other identifying information may be available that further describes an individual. This includes (but is not limited to) former address data, former name or alias name data, employment data, phone numbers, etc.

You must know the social security number of the person on whom you wish to check.

Criminal History Checks

Purpose

An easy, fast way to obtain statewide information on convictions of felony and aggravated misdemeanor arrests for Missouri and Illinois is provided to support the justice process.

Accuracy

This information is forwarded by REJIS from the Missouri State Highway Patrol and the Illinois State Police. WITHOUT FINGERPRINTS, THE ACCURACY OF THE DATA CANNOT BE GUARANTEED.

Information Provided

Missouri law requires that all felonies and aggravated misdemeanor arrests (DWI, assault, stealing, etc.) must be submitted to the central repository at the Missouri State Highway Patrol. These criminal history records are only available from the central repository as defined in 43.500 RSMo. MoBar Net provides a service to obtain statewide records of conviction in conjunction with the Missouri State Highway Patrol. In addition, MoBar Net offers statewide records of conviction in conjunction with the Illinois State Police.

How the Service Works

Subscribers can submit their requests electronically through MoBar Net. An option "Crim Hist Check" is located at the top of the Data Files menu bar. Click and choose either MO Record Check or IL Record Check from the drop down list. REJIS will extract the requests and send them to the Missouri State Highway Patrol or Illinois State Police for processing. Results will be returned to the subscriber via fax.

A one to two business day turn around can be expected on most requests. Results that require additional verification may take longer to process.

For Missouri checks, requests must be received by 9:00 a.m. to obtain the results within two business days. For Illinois checks, requests must be received by 1:00 p.m.

Required information to process the Missouri record check is the person's last name, first name, and date of birth. Illinois requires, in addition to the last name, first name and date of birth, the race and sex. The social security number and other identifiers are optional but the more pedigree information available the more likely a match will be found. The accuracy of the check depends on the information provided. Without the date of birth AND social security number, it is likely that a record may not be found or will be delayed in getting back to you.

How to Request a Record Search

1. Select the "Crim Hist Check" option on the Data Files menu bar. Click on either Mo Record Check or IL Record Check from the drop down list.

2. At the top of the screen, fill in the fax number and person to whom the criminal history results are to be returned. These are required fields. For Missouri, tab to the LAST NAME field.

3. For Illinois checks, you must enter a purpose code. This field appears in the first column before the LAST NAME field. Click on the arrow and select from the drop down list one of the following options: Empl (employment – if that is the reason the request is being submitted) or Atty (attorney use). Tab to the LAST NAME field.

4. You may enter up to 17 letters in the LAST NAME field and 11 letters in the FIRST NAME field for Missouri. For Illinois, you may enter 16 letters in the LAST NAME field and 12 letters in the FIRST NAME field.

5. A middle initial (MI field) is optional for Missouri and Illinois.

6. The Jr/Sr or 1-4 designation (JSR field) is available only for Missouri. You can type S for Senior, J for Junior, or 1, 2, 3, or 4 for the 1st, 2nd, 3rd, or 4th. You may also use the down arrow and select one of the options listed. If you put in the wrong designation, click on the down arrow and select the correct option or the blank field for no designation. You may also type over the incorrect information.

7. Tab to DOB (date of birth) field. The date of birth format is MMDDCCYY (m=month, d=date, c=century, and y=year). It must be numeric and prior to the current date. Dates of birth prior to 1900 are not available.

8. For an Illinois check, tab to RACE field and enter A for Asian, B for black, I for Indian, W for white or U for unknown. You may also use the down arrow and select one of the options. If you put in the wrong designation, click on the down arrow and select the correct option or the blank field for no designation. You may also type over the incorrect information. THIS IS A REQUIRED FIELD FOR ILLINOIS.

9. Tab to SEX field and enter M for male, F for female, U for unknown, or leave blank for Missouri. You may also use the down arrow and select one of the options. If you put in the wrong designation, click on the down arrow and select the correct option or the blank field for no designation for Missouri. You may also type over the incorrect information. THIS IS A REQUIRED FIELD FOR ILLINOIS.

10. If you don't wish to specify sex for a Missouri check, leave blank and tab to social security number (SOC) field. After entering the SEX for Illinois, tab to the social security number (SOC) field.

11. The entry must be numeric, length must be nine numbers, position 1 cannot be the numbers 8 or 9, positions 1-2-3, 4-5, and 6-7-8-9 must be greater than '000', '00', and '0000'. Tab to the next line if you wish to enter additional requests.

12. After all information has been entered, click the "Enter" button.

13. If all information has been entered properly, you will receive the "verify" screen. At this screen, please check the fax number and person's name to receive the information as well as the search criteria for the record checks. Once you hit OK, the searches will be submitted and the $10.50 per record searched will be processed. If you find an error, return to the data entry screen by clicking on the "Return" button. You may also enter additional searches at this point by clicking on the "Return" button. After correcting any errors or entering additional record requests, proceed by clicking OK.

14. If the submission program finds no errors at this point, you will receive a message stating that the record checks have been submitted. You may wish to print this screen so you will have a record of the searches you requested. Most requests will be returned to you via fax within one to two business days. Results that require additional verification may take longer to process.

15. You may now either choose to submit additional record searches (Next Inquiry button) or return to the main menu. (You may also use the right click feature to go elsewhere in DATA FILES.)

16. If an error was made in data entry (#12 above) after you have clicked the "Enter" button, the line number of the line with an error will appear. Click on the "Error Message" button for more information.

17. A message at the top of the screen will provide you with the errors that need to be corrected. Place your cursor at the point of error and correct the data entry by back spacing out the incorrect data or highlighting it and using the delete key. After correcting an error, click the "Error Message" button.

18. At this point, if additional errors have been made, see the message at the top of the screen that refers to the next error in that line or the next line that has an error in it. Again, continue with Step #16 until all errors have been corrected.

19. When all errors have been corrected, the "Error Message" button will disappear. Click "Enter" and go to step #13 above and follow the steps through step #15.

How to Interpret the Results

A cover memo with the results of the record searches will be faxed to you along with "Rap Sheets' for any records found or sex offender sheet. On the left side of the page are two columns titled "CH Return Match Status" and "Sex-Ofndr Check." Under the first column, three different results are listed. The result of each search will be circled and the date the information is returned to you will be added in the "Response Returned" column.

NO	No record of conviction was found using the personal identifiers that were supplied.
MATCH	Either a potential match was made on the last name, first name and social security number but the date of birth did not match; the social security number and date of birth (+/- 3 year) match but not the last name or first name; or the last name, first name and date of birth (+/- 3 year) match but not the social security number or a full exact match was made on the last name, first name, social security number and date of birth (+/- 3 year).
PEND	A pending status indicates that the MSHP or ISP is doing further research on the subject. The results (either a No Record or a rap sheet) will be forwarded as soon as they are received by REJIS. If there is some question about the identity of the person whose name has been submitted, there may be a delay in the response. Both the MSHP and ISP match certain criteria you have submitted and determine if there are enough matching criteria to identify the person in their file as that of the name you submitted. In some instances, there may not be enough certainty and you will be advised that fingerprints are needed to verify a subject. You are receiving open records (arrests with conviction information appended) and sometimes there may be several arrests for an individual, some with conviction information and some without. In these cases the MSPH or ISP trys to obtain a disposition for that particular arrest so the information (arrest with conviction) can be returned to you. It may take some time for the particular court to be contacted and a disposition of the case added to the record. If the MSHP and/or ISP never receive the conviction information, you will receive a "no record" response as this makes the arrest a closed record. In either of the above two instances REJIS has no way of knowing how long it will take to get a final response to a "pending" inquiry.

The second column indicates if a sex offender check resulted in a match (Y=Yes N=No)

REJIS staff checks the status of any outstanding record requests periodically and they will be returned to you as soon as they are available from the Missouri State Highway Patrol or Illinois State Police.

New Traffic Filings

Purpose

Access to new traffic filings is provided to attorneys to promote the efficient administration of justice.

Accuracy

The information in this file is entered by the St. Louis City and St. Louis County Municipal Courts. A number of quality control processes are in place in an effort to ensure the timeliness, accuracy and completeness of records in the file. Because of the dynamic nature of the file, all information should be confirmed with the agency entering the record.

Information Available

REJIS will be providing a service to give attorneys information regarding new traffic filings for St. Louis City and St. Louis County Municipal Courts within the last seven days.

An option will be located at the top of the Data Files menu, titled “New Traffic Filings.” Click and choose "St. Louis City Municipal Court" or “St. Louis County Municipal Court” from the drop down list. Information is available for the previous 7 days and is offered in two formats: View Report or Download File. Only one day can be selected at a time and the current day cannot be selected. Each day's report covers a 24 hour period and includes the name of the person, their residential address, and charge description. The information is in alphabetical order by last name.

Using the Download File option will put the traffic filing data on your PC's C drive in a comma delimited format. The name of the file will be CityTrFx.txt (St. Louis City Municipal Court) where x equals the day of the week (1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, and 7=Saturday) or CntyFrFx.txt (St. Louis County Municipal Court). When the download is completed, the message “Download is complete for file C:\CityTrFx.txt or C:\CntyTrFx.txt” will appear at the top of the screen. The next weeks’ file will overlay the data from the previous week.

Warrant Information

Purpose

Access to the Warrant system is provided to attorneys to promote the efficient administration of justice.

Accuracy

The information in the file is entered by law enforcement agencies using the REJIS Warrant file. A number of quality control processes are in place in an effort to ensure the timeliness, accuracy and completeness of records in the file. Because of the dynamic nature of the file, all hits must be confirmed with the agency entering the record. Information in this file is considered lead information and must be evaluated in light of all other available information.

Information Available

The file contains records entered by law enforcement agencies in the greater St. Louis area (MO and IL) that use the REJIS Warrant System. Only inquiries are permitted. Three different type of inquiries can be made - name, social security number, and operator's license number.

Name searches employ a Soundex matching routine, which will retrieve records that are similar to the inquiry name. Multiple records may also exist for social security or operator's license as each agency enters their own warrant records.

First names will be crosschecked. Examples: Elizabeth will retrieve Beth, and Beth will retrieve Elizabeth; Robert will retrieve Bob, and Bob will retrieve Robert. Exact matches on either/both the first and last name can be searched by placing an ampersand (&) before the search argument. Example: &Jones or &Robert. Partial matches on both the first and middle name can be searched by placing an asterisk (*) before the search argument. Example: *J or *R.

Hits or matches are returned in an index format with limited information. This information includes name, race, sex, DOB, entering agency, etc. A record can be selected from the index, which will display additional information for that entry. Detail information will include charge(s), warrant number and date warrant was issued. It also may include additional personal descriptors, address, etc. The law enforcement agency entering the record will be identified at the top of detail display. The ORI number is an identifier for that agency and can be used in an ORI inquiry to obtain address and phone number information.

ORI Information

Purpose

Each criminal justice agency is assigned an Originating Agency Identifier or ORI number by the FBI's Criminal Justice Information Services Division. The numbers are unique to each agency. In addition to displaying the ORI of the entering agency as part of the record display, the English name is also shown. Example ORI: MOSPD0000 is assigned to the St. Louis City Police Department.

To get more information about a particular record, the agency entering the record must be contacted. The ORI file can be used to obtain phone number and address information.

Information Available

The inquiry is made using the ORI number. Address and phone number information as provided by the agency will be displayed. The data provided may be the general number for the agency and not the specific unit responsible for follow up associated with your call.

Some of the records that could contain an ORI designation would be driver history response, warrant information, court records, etc.

Billing System

The billing system makes MoBar Net usage/charge data available to its subscribers via the network. There are three types of billing reports available:

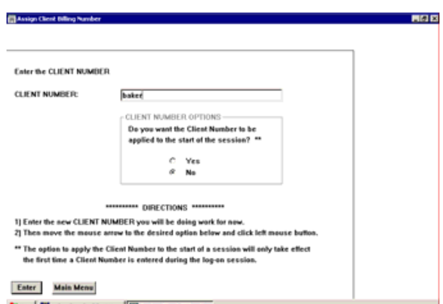
1. Attorney Report: Usage information by Access ID (username) is available for all IDs assigned to a firm.

2. Client Report: Subscribers have the option of linking MoBar Net time/billable charges to specific client activity by using the Assign Client Number option. The system will automatically track the charges incurred for each account.

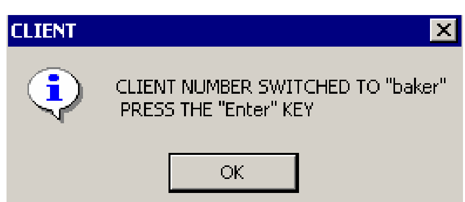
3. Daily Usage Report: This report allows firms to view daily usage of MoBar Net. It lists time and billable transactions by date, and shows the start and end time for each ID that signed on to the system that day.

Two versions of each report are available. One is the final bill, by month, for the last three months. The other is an estimated bill for the current month, based on data posted to the billing system for the month-to-date (MTD). All billing information is current as of the previous day. All reports are directed to the screen. Reports may then be directed to a file (C: only) or to the user's attached printer by selecting the Print Response option at the top of the screen.

Firms now have the option of either showing The Assign Client Billing Number screen when you first log on or not showing this screen. If you see the screen, entry of a number/name can either be mandatory or optional. If the screen appears at logon and your firm has made the entry of a number/name mandatory, enter your client number or name in the box. If you try to by pass the entry screen, you will receive an error message. You also have the option to apply this client number/name to the start of the session. Click "Yes" or leave "No" highlighted, then click on Enter or hit your Enter key.

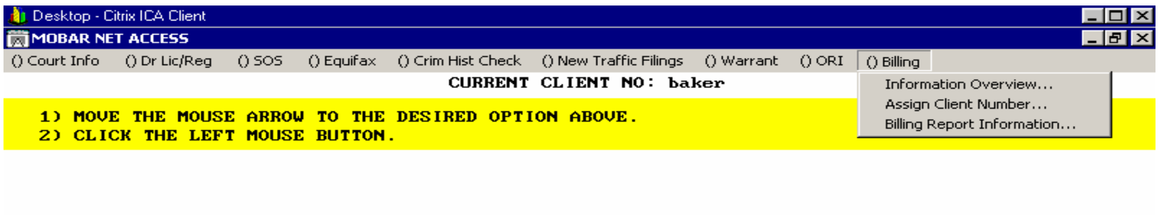


You will see the following message:



This gives you the opportunity to check that you put in the correct client number. Click OK or hit your Enter key. You will be taken to the main menu. If you made an error in the client number/name, click OK and go to the Billing option at the top of the screen and choose Assign Client Number. You can then re-enter the client number/name. The time and billable transaction costs you incur will be assigned to this client number/name until you log off or change the number.

To change the client number/name either click on the Billing option at the top of the main menu and choose "Assign Client Number . . ."



or from whichever screen you are on, right click and bring up all the menu options.

Click on Billing – Assign Client Number. You will be taken to the Client Number screen where you can then change the client number/name. If you leave the field blank, no client number/name will be assigned to the time/transactions charges. You can also click on the Assign No. button under Billing on the main menu. At any time during the session the current client number/name can be viewed from any screen by right clicking in a blank area of the screen and choosing the "Billing – View Current Client Billing Number" option. Your last input will appear. Click OK to get back to the data. You can change the client number/name as many times as you want in a session.

The client number field accepts up to 30 alphanumeric and special characters, such as dashes, to identify a client. This allows you to use your current account identification scheme in conjunction with MoBar Net. You are not allowed to use commas, quotation marks or single quotes. All MoBar Net time/billable charges will then be identified with that account ID until a new account number is entered. Account numbers can be changed as many times as necessary once you are signed on. Accuracy of the client account number is the responsibility of the person signed on.

If you forget to assign a client number when you first log on, or want to apply the initial log on time to a specific client number, an option is available that allows you to do this. However, you can only apply the client number to the start of a session the first time a client number is entered during the log on session.

General

Detailed usage reports will not be mailed as these reports are provided on-line. A firm can only view its own billing information. Final monthly reports will be available by the fourth business day of the next month. Month-to-date reports are current as of the previous day. The on-line reports only include system usage and data charges. Other charges, such as out-state driving records, will appear only on the paper invoice.

Legal Infobases

Local Court Rules

Accuracy

These include copies of the Court Rules that Circuit Courts file with the Missouri Supreme Court. The rules will be updated after local courts file revisions with the Supreme Court. The currency of the rules should be checked with the applicable circuit court.

Information Available

The Missouri Bar provides this information to keep attorneys abreast of the rules of the courts in which they practice. In addition this information allows attorneys to familiarize themselves with rules of other courts in which they do not regularly practice.

The court rules are searchable using the Folio VIEWS software.

Jury Decisions

Accuracy

This database contains jury decision information compiled by Civil Litigator, Inc. The information provided is not intended as legal advice and offers no legal recommendations or counseling. The purpose of the information is to provide details of civil trials, settlements and judgments based upon court records as well as information provided by trial attorneys.

Reasonable care has been taken to provide accurate information. Civil Litigator, Inc. is not responsible for any loss, injury, claim, liability or damage of any kind arising out of, or in any way related to any omissions or errors - including but not limited to, typographical, technical or other inaccuracies.

Information Available

Civil Litigator, Inc. serves the Midwest legal community by providing access to an online database of civil jury case summaries, publishing a weekly electronic newsletter of civil jury trials, and performing internet-based legal research as well as customized database searches.

Comprehensive coverage of civil jury trials in more than thirty venues throughout Missouri, Illinois, and Iowa makes Civil Litigator, Inc. an invaluable asset to attorneys, paralegals and insurance representatives preparing for trial or settlement negotiations

Index to the Attorney General Opinions

Accuracy

This service is designed to be a quick reference. The subscriber should consult with the Missouri Attorney General's Office for absolute verification. New opinions will be posted as quickly as possible after they are handed down.

Information Available

MoBar Net provides you an index to the Missouri Attorney General Opinions (some dating back to 1932). The information has been provided by the Attorney General's Office for use on MoBar Net, and is searchable with the Folio VIEWS software.

2007 Missouri Statutes

Accuracy

This service is designed to be a quick reference. The subscriber should consult the Missouri State Courts Administrator's Office for absolute verification.

Information Available

MoBar Net provides you the 2007 Missouri Statutes which is searchable with the Folio VIEWS software.

APPENDIX B

How to Search Infobases

Let's briefly cover some fundamental items to insure that we have a concrete start on our way to mastering Legal Infobases. Folio Views is an application which provides accurate, timely information in a searchable format – the Folio database. For a more thorough explanation of the principles covered here, please refer to Folio's online help.

All commands or instructions that you use in Legal Infobases may either be executed through the use of your mouse or by a series of keystrokes known as shortcut keys. It has been found that once you become skillful in the use of the shortcut keys, more time is saved when the short cut keys are utilized. Shortcuts are activated when a combination of keys are pressed at the same time. When mentioned in this document, the series of keys that need to be pressed will be joined by a plus sign (+).

Accessing Legal Infobases

We will begin this tour of Legal Infobases by either clicking on the Legal Infobases option at the top of the screen or one of the Legal Infobases button. Clicking on the Legal Infobases dropdown will take you to the Legal Infobase main menu. Clicking on the Jury Decisions, AG Index, or Missouri Statutes button will take you directly to the infobase. If you click on Local Court Rules button, you will be taken to the Legal Infobase main menu listing all 45 circuit court rules. (see **Figure 1**)

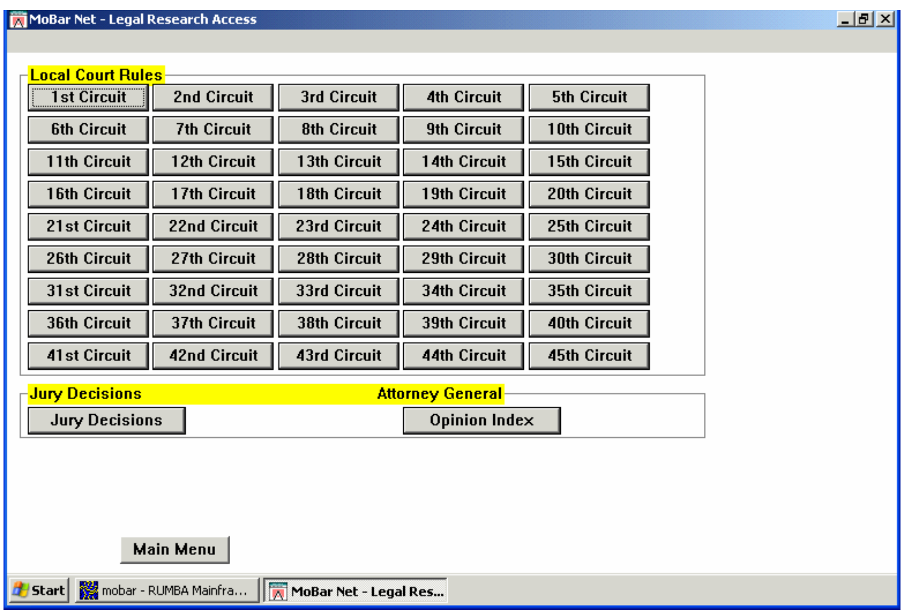


Figure 1

Click on the button representing the court rule information you wish to view. To open additional infobases click on the MoBar Net - Legal Infobases bar on the bottom of the screen or close the window you are currently viewing. You will be returned to the main Legal Infobases menu and from here you can select an additional infobase. You may open as many infobases as you wish.

To view the infobases you have opened, click on Window at the top of the screen:

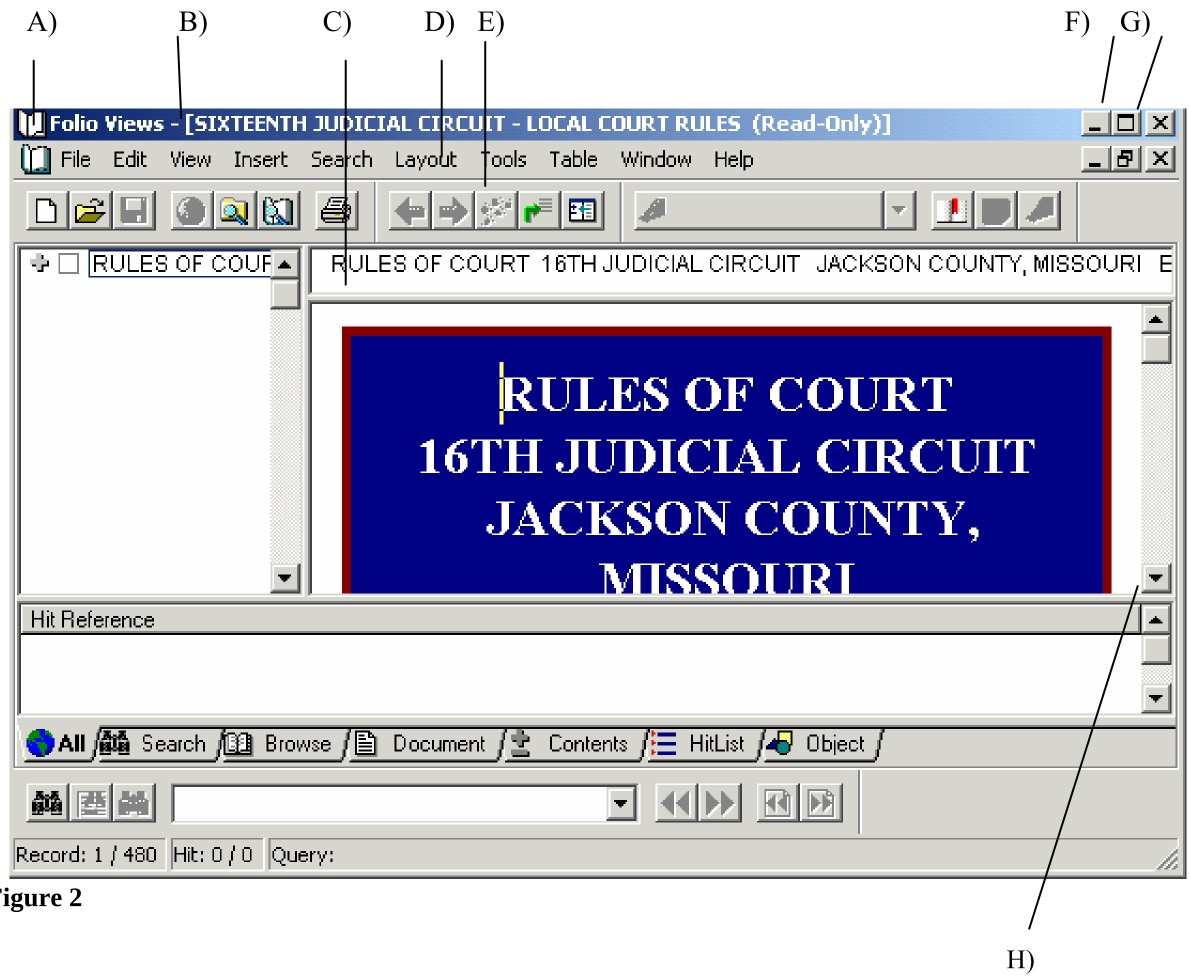


Figure 2

It is important to become familiar with the layout of a Folio VIEWS infobase screen. Take a moment to familiarize yourself with a typical infobase screen (see **Figure 2**).

A) System Menus - Also called control menus. While in Folio, there are two of these menus located in the upper left hand corner of every window. When viewing text documents, you will only be using the lower of the two menus. The primary use for this box will be to close the Legal Infobase information that is being viewed. To close an infobase, either 1) using the mouse, *point* at the system menu and *double-click*, 2) using the mouse, *point* at the system menu, *click* once, and *point* to Close and *click*, or 3) use the shortcut keys **Ctrl+F4** .

B) Title Bar - This area displays the name of the infobase currently being viewed. In this example, the Sixteenth Judicial Circuit – Local Court Rules is the current window open.

C) Reference Window - This informs you of your location in the infobase. The first line is the name of the document and the subsequent lines, if present, are the lower level headings of your location. Up to three levels are displayed.

D) Action Bar - This lists the actions or options available to you in the infobase you are viewing. Also known as the Main Menu. To activate a menu item, either 1) *point* to the specific item with the mouse and *click*, or 2) Use the shortcut keys **Alt+{letter underlined in specific menu item}**. For example, to activate the menu item File, use the shortcut keys Alt+F.

E) Tool Bar - A mechanism allowing quick access to Folio Views features by clicking buttons rather than using the menus or quick keys (short cut keys).

F) Minimize - By *pointing* and *clicking* on this area, the Folio window will be reduced to an icon. To restore Folio, *point* and *double-click* on the Folio icon near the bottom of your screen.

G) Maximize - If displayed as a single box, this button enlarges a window so that it fills the entire screen. If displayed as a double box, this button will restore the window to its initial setting.

H) Vertical Scroll - The area that allows you to page up and down through the infobase. Simply *1) point* and *click* either above or below the shaded box that is displayed on the bar, 2) *point* the mouse directly on the shaded box and *drag* it up or down, or 3) *point* and *click* on the single arrow that is located at the top and bottom of the bar (the single arrow will advance you one line at a time).

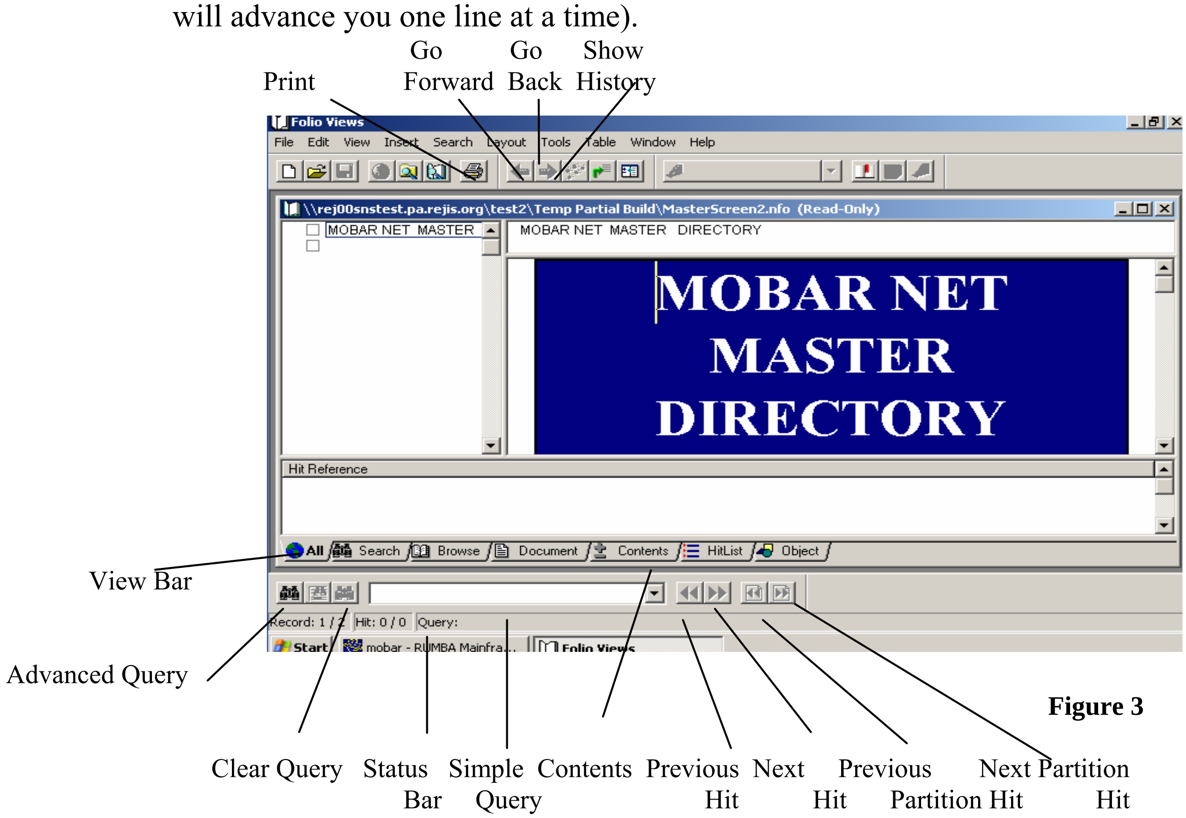


Figure 3

Displayed above are operations that are commonly used while searching infobases. To activate any of them simply *point* the mouse at the desired function and *click*. The information below describes each function and, as an alternative, provides you with other methods or keystrokes that also activate them.

Folio Functions

SIMPLE QUERY (F3) – A simple Query window is brought up by going to the tool bar and clicking on Search, Query. It is from this window that you specify search criteria. Through a query you can search for certain words or groups of words in the infobase.

ADVANCED QUERY (F2) - An advanced query is the most commonly used search window. Click on Search, Advanced Query or click on the Query icon on the Query bar.

CLEAR QUERY - Clears the highlighted search hits from your document window.

STATUS BAR – This area give: a) your current location with the number of records in the infobase, b) your position with the hits found, and c) your search criteria.

PREVIOUS HIT (Shift +F4) - Allows you to move backward through the infobase to the prior "hit."

NEXT HIT (F4) - Allows you to move forward through the infobase to the next "hit."

GO BACK (F6) - Allows you to move backwards through links to your previous starting point. By doing this you are able to 1) review where you have been, 2) remind yourself how you arrived at the current point in your search, or 3) return to a certain point in your search and take your search in a different direction.

GO FORWARD (Shift +F6) Allows you to move forward through links to your next location.

SHOW HISTORY - Provides a summary of where you have been in the current infobase. While you are reviewing the history of your movements, you may return to any of the items by pointing on the item and pressing Enter or by selecting GO TO. In order to return to the infobase where you left off, press Esc.

VIEW BAR – Provides a method to select a specific view of a database. See below for available views.

PRINT - Allows you to print selected text or records.

CLOSE (CTRL+F4) - Allows you to close an infobase that you are viewing. To see a list of current infobases that you have opened, choose Windows from the Action Bar (Alt+W). The numbered items that are listed at the bottom of the Windows Menu are the infobases that are currently open. To view any of them, select it by pressing the corresponding number or click on the item description. If you wish to close it, follow the above commands.

View Bar

There are seven different views of an infobase. Each view contains one or more panes. Each pane presents a type of infobase data.

All – Displays the Contents, Document, Reference Window and hit List panes. Use this view when searching the infobase or when you need to see all of the related information at once. Search – Displays the Document, Reference Window, and Hit List panes. Use this view when you are searching to find the most relevant information. (The Hit List can help you identify the most relevant sections in the infobase to begin reading once your search is completed.)

Browse – Displays the Contents, Document, and Reference Window panes. Use this view when you are browsing the infobase for information; it gives you the best access to the table of contents while maximizing the space allocated for the infobase text.

Document – Displays Document and Reference Window panes. Use this view when you need as much of the body of the infobase on the screen as possible.

Contents – Displays only the Contents pane. Use this view when you are navigating or scanning the table of contents and need to see the full name of the headings in the table of contents. (Double-clicking on a heading in the Contents view takes you to the appropriate section in the Document view.)

Hit List – Displays only the Hit List panel. Use this view after performing a search to view as many references in the hit list as possible. (Double-clicking on a reference in the Hit List takes you to the appropriate section in the Document view.)

Object – Displays only the Object pane. The Object pane is activated whenever an object link is followed.

Table of Contents

The Table of Contents (TOC) that is created as part of the Folio VIEWS infobase enables you to see an overall picture of the information that is contained in the infobase that you are viewing. In order to access the TOC, click on the Contents tab on the View Bar.

Folio VIEWS' Table of Contents is simply an outline of all of the levels or headings that were built into the infobase being viewed. The plus sign (+) that is displayed in front of the heading indicates that this level can be expanded into more detailed levels. To expand the heading one level, either p*oint* and *click* your mouse over the plus sign (+) or select the heading and press the plus (+) key.

Notice, also, that the plus sign (+) has changed to a minus sign (-). The minus sign signifies that this level can be contracted. In a TOC that contains multiple levels, this feature could be used to make the TOC simpler to read. To contract this level, *point* and *click* your mouse over the minus sign (-) or select the main heading and press the minus (-) key. When maneuvering through a Table of Contents, any heading that has either a + or a - in front of it can be expanded or contracted respectively.

In addition to the above commands, the entire Table of Contents may be expanded at once by highlighting the primary heading and pressing the asterisk (*) key or, if you wish to expand just one branch of the TOC, highlight the specific branch and press the asterisk (*).

Another useful feature when dealing with the TOC is the ability to link to a desired section of the document. Suppose, for example, that you had the 2nd Judicial Circuit court rules open. By expanding the Trials section and selecting Rule 51 in the Table of Contents, you can go to that point in the document.

Searching for Information

Databases are comprised of records. Each database has its own record structure. For example, a record in the Local Court Rules can be a rule heading or a section of a rule. In Jury Decisions, a record is a specific case.

If you know what you are looking for in an infobase the fastest way to find it is by searching for it. The greatest strength of an infobase is its searchability. Every work is indexed for rapid retrieval and you can generally find what you are looking for as fast as you can type a few keywords. There are many ways to search for information in an infobase. The method you choose will depend on the amount of control you want to have over the search and how broad you wish the search to be. The simplest search uses the Query dialog. Using custom query templates provided with an infobase is a close second. The most control over a search is provided through the Advanced Query dialog. A brief description of each follows:

Query: The Query dialog allows you to use natural language to search for terms. You do not need to know any query syntax; you simply need to know what you want to find. As an added benefit, the information located by the query is ranked in the Hit List pane; the most relevant information is listed first, the lease relevant information is listed last. Double-click on a heading in the Hit List to go directly to the information in the infobase.

To perform a simple query:

1. Choose Query from the Search menu or use F3. The Query dialog appears.
2. Enter the key terms you wish to search for. The more key terms you can use to describe the topic you are interested in, the more accurate the search will be.
3. Choose OK.
4. Double-click on the headings in the Hit List that you wish to read in the infobase.

Advanced Query:

1. Choose Advanced Query from the Search menu or click on the Advanced Query icon on the Query bar or hit F2. The Advanced Query dialog appears.
2. Enter the words you want to search for. All of the words you enter must be found in the same record to count as a hit (or match) unless you use one of the query operators. The basic query operators are and &, or | , not ^, and exclusive or ~. To search for an exact phrase, enclose the phrase in double quotes “ “.
3. Choose OK. All search hits are highlighted in the infobase. Choose Next Hit or Previous Hit to move between each hit.

Query Templates**:** Some infobases come with Query Templates. A query template is a custom search dialog designed specifically for the infobase. To use a query template (if one is available for the infobase):

1. Choose the Search menu. The Search menu drops down. All query templates stored in the infobase are listed by name at the bottom of the menu.
2. Choose the query template you wish to use. The query template should appear.
3. Fill in the necessary portions of the template.
4. Choose OK. All search hits are highlighted in the infobase. Choose Next Hit or Previous Hit to move between search hits.

<u>Search by Single Word</u>

Here are some examples of searches using the Advanced Query.

Suppose you are looking for Attorney General opinions dealing with adoption. Open the Index to the Attorney General Opinions.

1. Bring up the query window. Press F2 or *point* and *click* on Advanced Query on the Toolbelt. The Query window is displayed (see **Figure 4**). The lower half of the window contains the Query For panel. It is in this area that you specify your search criteria.

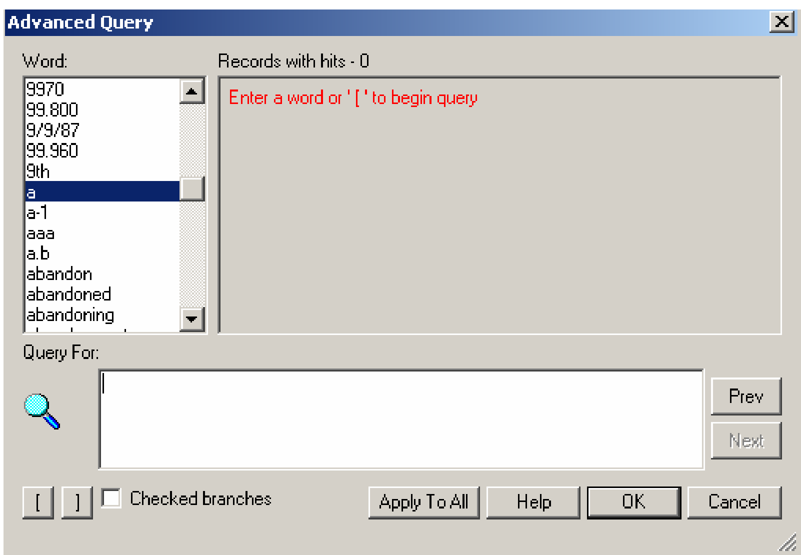


Figure 4

2. Slowly type **adopt** in the Query For panel. As you type, notice that the contents of the upper sections of the window are changing.

   The Word panel constantly tries to *guess* the word you are typing. The words that are displayed in this panel are actual words that exist in this infobase. Once you type in your whole word, it can be helpful to take a quick look at the other words around it in the Word panel for different spellings, etc. In this instance, observe that the word adopt**ion** also exists in this infobase which you would probably want to match on also. There are two ways to do this: 1) Using the OR command, specify both adopt and adoption in your search criteria, or, the more effective way, 2) **Place an asterisk (*) at the end of the word adopt** in the Query For panel.

The asterisk (*) is designated as a multiple character wild card in searches. By placing it at the end of adopt, the search will automatically look for adopt, adoption, or any other variation of the word. As you can see, the benefit of using the asterisk (*) is that you do not have to think of all suffixes to the word in which you are querying. However, be aware of the potential of matching on too many words since the asterisk looks for *any characters* in place of the wild card. If you were only interested in *one* wild card character (i.e. wom<u>e</u>n wom<u>a</u>n), you could use the question mark (?) which is a single character wildcard. The query wom?n would find both women and woman.

Go ahead and add the asterisk (*) to the end of adopt.

The large panel at the top is the Result Map. This will state the number of matches or hits that are found using the search criteria given. You can use this information to determine if you need to provide more data for your search (if the number is relatively high) or if you need to make the search more lenient (if the number is low). Although there is not a limit on the number of hits an infobase can handle, take note of the number of hits that have been found. At the time of this writing, the search for adopt found 492 records with hits which is quite a few. On the other hand, if the search had found 1500, scanning the hits would prove to be cumbersome. Perhaps more specific search criteria could be added to reduce the number of hits.

3. Select OK to start the search.

   You will be taken to the first hit in the infobase. The actual hit is highlighted.

4. Skip to the Next hit. Press F4 or use the Next Hit arrow on the Query bar.

   The next record with the hit in the infobase is displayed. It is possible for one record or section to contain multiple matches. Continue to press F4 to look through the records with matches. If you wanted to skip the hits in a specific record and go to the next record, you could choose Search from the Action Bar, Next Partition Hit (F5) or click on the Next Partition Hit button on the Tool Bar.

5. Go back to the previous hit. Press Shift+F4 or use Previous Hit arrow on the Query bar. The infobase will return you to the previous hit.

<u>Search with the Compound AND</u>

This is a search where you are only interested in opinions that deal with adoption and children.

1. Bring up the query window. Press F2 or *point* and *click* on Query on the Toolbelt.

2. In the Query For panel, type **adoption children**. The space between the two words automatically assumes "and". You may also place the word **and** or the symbol **&** between the words if you prefer. "And" is one of numerous commands that you are able

to use as part of your search criteria. Refer to Attachment 6, Query Command Summary for Folio Views, for a complete listing of commands.

Notice how the Result Map has changed compared to a single word search. It gives you the number of hits on adoption, the number of hits on children and the number of hits when both words are used. In order to be counted in the final match, both adoption <u>and</u> children must be found within the same record. A *record* is simply the way an infobase is logically broken down. In the AG Opinion Index, each opinion is a new record whereas in the Court Rules which we will discuss later, each main rule has been defined as a record.

3. Select OK to start the search.

   You will be taken to the first hit in the infobase.

4. Using the Next (F4) and Previous (Shift+F4), scan the matches that were found.

<u>Search for a Specific Phrase</u>

Let's assume you want to find opinions dealing with "adoption records".

1. Bring up the query window. Press F2 or *point* and *click* on the Query icon on the Query bar.

2. Type **"adoption records"** in the Query For panel.

   When you wish to find a specific phrase, it must be enclosed in quotes. The words *adoption* and *records* must be found with no words separating them to be considered a hit.

   If you examine the Result Map, you will see that there were 140 hits on *adoption* in the infobase, 806 hits on *records*, and only 12 hits on "*adoption records.*"

3. Select OK to start the search.

   You will be taken to the first hit in the infobase. The actual hit is highlighted. As you scan the hits, notice that adoption and records always appear adjacent to one another.

<u>Retrieve a Previous Query Using Show History Feature</u>

This section will show you how to utilize the Show History function to re-execute a query.

1. Suppose you would like to review the hits you received on **adopt***. Instead of bringing up the Query Panel and retyping the search criteria, activate **the Show History feature**. Either *point* and *click* on the Show History icon on the Toolbar or select <u>S</u>earch from the Action Bar then choose Show History.

   When the trail is activated, a list is displayed summarizing the activity you have done while in the current infobase.

2. Find the line that lists the adopt query. Either *point* and *double-click* on the line or highlight it and click on Go To. The query results will be recreated and the infobase will be repositioned at the first hit.

Apply Search to All Open Infobases

This will demonstrate how you can create a query that searches for fee information for both the 21st and 22nd Judicial Circuit Court rules. It will also illustrate the difference between using the * (multiple wild card) and the % (stem word) searches.

1. On the Legal Infobases menu, click on the 21st Court Rules.

2. Click on the MoBar Net – Legal Infobases button on the bottom of the screen to return to the Legal Infobases main menu.

3. Click on the 22nd Court Rules.

   You are only able to query on *open* infobases.

4. Bring up the query window while you are viewing the 22nd Judicial Circuit's Court Rules. Press F2 or *point* and *click* on Query on the Toolbelt. You may be in any open infobase to do this.

5. Type **fee*** in the Query For panel.

   Observe the contents of the word panel when you are finished typing. If you would execute this query, you would also hit on the word "feels" as well since the asterisk (*) simply looks for *any* characters in place of the wild card. In this instance, it would be more accurate to specify the percent sign (%). The percent sign (%) will only find *forms* of the word you have typed. **Change the asterisk (*) to a percent sign (%).**

6. Select Apply to All.

   The search will be performed on all of the infobases that you have open. The infobase from which you requested the query window will be displayed first. You may scan the hits in this infobase.

7. Switch to the other circuit's infobase.

   Choose Window from the Action Bar (**Alt+W**). The numbered items that are listed at the bottom of the Window Menu are the infobases that are currently open. The infobase with the √ in front of it is the one currently being displayed. To select the other infobase press the corresponding number. You may now browse through the hits in that infobase.

Retrieve Previous Search Criteria

This section will demonstrate how you are able to retrieve previously typed search criteria rather than retyping it.

1. Bring up the query window. Press F2 or *point* and *click* on Query on the Toolbelt.

2. Suppose now you were interested in finding court rules that reference filing fees. Instead of having to rebuild the query from scratch, you really only need to add the "filing" specification from the previous query. When the Query window is displayed, notice the buttons located to the right of the Query For panel. These buttons allow you to scroll through the queries that you have executed during this text services session. *Point* and *click* on the Prev button. The previous query has been placed in the Query For panel. To change the query, simply add "filing" to the search criteria. Note: The Prev button will move you backwards through the previous queries and the Next button will move you forward through the queries.

3. Select OK to start the search.

   You will be taken to the first rule referencing filing and fee.

Decreasing the Scope of a Search

Narrowing the scope of a search allows you to focus on a particular subset of the infobase, such as fields, levels, notes and highlighters. For example a field will let you type by specific fields.

1. Open the Attorney General Opinion Index.
2. Select an advanced query by hitting F2, selecting Advanced Query from the Search menu or clicking on the Query icon on the Query bar.
3. In the Query For box type a left bracket ([) or click the left bracket button. (All scope searches start with a left bracket.) Select the name of the scope you wish to search by double clicking on it, e.g. field.
4. If the scope you selected requires that you specify a particular instance of that scope, select it from the element list e.g. year. Type a colon, and then enter any search terms you wish to find within the scope, e.g. 1933.
5. Type a close bracket (]) or click the button to complete the scope search.
6. Choose OK to perform the query.

You may also enter another level, e.g. field after the closed bracket by repeating steps 3-5 above and then enter an additional field selection, e.g. topic:liquor and the search will be decreased from 10 62 hits to 33 and will give you only the AG opinions issued in 1933 dealing with liquor. See illustration below. Not all scope options are available in every infobase.

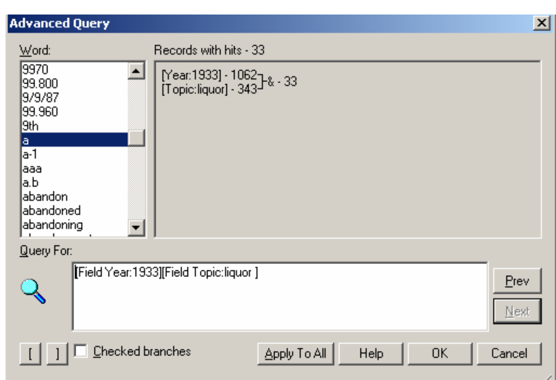


Figure 5

To search using more advanced query commands, see Appendix D or use the Folio Help.

Query Template

Some databases have query templates set up which provides assistance in forming a query. Open the Jury Decisions. Click on the Search option on the Action Bar. You will see a search template. When you click in one of the search boxes, you will see a list of available options you can choose for that piece of search information. For example, click in the Judge box. A list of all the judges in this data base will be listed in the word window. Select the name of the judge whose cases you would like to view. The records with hits window will show the number of cases for that particular judge. Click OK. You will be taken to the first case for that judge. Use of the template makes it easier to find information for which you may be searching.

APPENDIX C

How to Print Legal Infobases

The print functions allow you to set up how the printed page appears, specify which printer to use, and specify how much of the infobase is printed.

<u>How to Print a Specific Section (or Record)</u>

Position the cursor anywhere in a section of the 21st Circuit Court Rules.

1. Activate the print function either by using Print on the toolbar or selecting File, Print from the action bar (see **Figure 6**).

   The Print Document panel will be displayed. In the Print Range panel, there are five options available to you. In this lesson, only the Records option will be described.

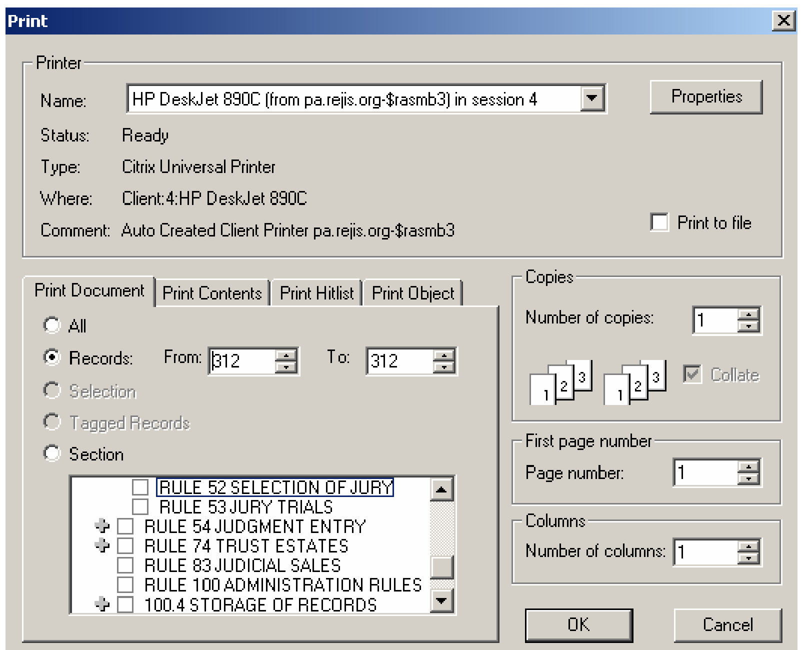


Figure 6

2. Make sure the Records option is selected by *pointing* and *clicking* on it.

   Records enables you to print one or more records. To use the record or section option, you need to know what constitutes a "record" in a particular infobase. When the Print Document panel is displayed, the record number of the current record that is being pointed to by the cursor will be displayed in the From and To fields. However, you have the ability to request a *range* of records by changing either the From or the To record number. **Right now we will only print the current record**.

3. Select OK.

A message will be displayed stating that the print is being processed. When the print has been routed to the printer, you will be returned to the same place in the infobase.

How to Print Selected Text

Another way to print something is by using the Selection option. For example, Rule 62 of the 21st Circuit Court Rules is rather lengthy, so let's only print Section A and B of the rule. This can be done in one of two ways:

1. Place your cursor at the very beginning of Section A. Press the Shift key and press the down arrow a number of times until both paragraphs are also highlighted, or

2. With the mouse pointer on Section A, press and hold the left mouse button as you drag the cursor to the end of Section B.

3. Activate the print function either by using the Print on the toolbar or selecting File from the Action Bar, then Print.

4. Make sure the Selection option is selected by *pointing* and *clicking* on it.

   Selection enables you to select specific lines of text to print.

5. Select OK.

   Only the Section A and B of Rule 62 will be printed since that is what you had selected (or highlighted) in the infobase. Note: It is OK for your selected text to span over multiple sections.

How to Print Using the Tag Option

During the course of scanning hits, multiple records can be "tagged" for printing.

1. After starting a query, you will be taken to the first hit in the infobase.

2. Using the Next (F4) and Previous (Shift+F4), scan the matches that were found. During the course of doing this, mark a few rules that you would like to print. To mark a record is also known as *tagging* it. To tag a record, simply place the cursor anywhere within the desired section and press Ctrl+t. A horizontal line appears down the left-hand side of the data. This denotes the data that has been tagged.

3. Now, tag two or three court rules on your own. Note: To untag a record, repeat the same steps.

4. Now let's print those sections. Activate the print function either by using the Print on the Toolbelt or select File, Print from the Action Bar.

5. Make sure the Tag option is selected by *pointing* and *clicking* on it.

   Tag enables you to print only records that you have tagged in your document.

6. Select OK.

   This time all of the rules (or records) that you tagged in step 4 will be printed.

7. When your infobase window is redisplayed, we need to *Clear Tags.*

   Otherwise, the next time you print using the Tag option the previously marked tags would be reprinted.

   To clear tags, select Edit from the Action Bar then choose Clear All Tags. This will untag all previously tagged records.

How to Print Only Records with Hits

The section will explain printing by using the View option. This option would be used when you want to print multiple records containing hits. An easy way to do this is to specify *Records with Hits.* When you utilize this feature, you are simply creating a subset of the entire set of the database that includes only those specific records that contained a hit. In this way, you do not have to select or tag each section.

1. To turn on Records with Hits, *point* and *click* on View on the Action Bar then select Records with Hits.

2. Activate the print function either by using the Print on the Toolbelt or select File, Print from the Action Bar.

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3. Make sure the All option is selected by *pointing* and *clicking* on it.

4. Select OK.

   Only those records that contained hits will be printed.

How to Save Information to a File

At the current time you cannot save information in Legal Infobases to a file on your personal computer.

APPENDIX D

Query Command Summary for Folio Views

COMMAND	SAMPLE
And	one two one & two one and two
Or	me | you me or you
Not	^him not him her^him
Exclusive Or (XOr)	apples ~ oranges apples xor oranges
Phrase	"to be or not" "forescore and seven"
Single Character Wildcard	wom?n g??b?r
Multiple Character Wildcard	work* h*t*
Ordered Proximity	"united states of america"/10
Unordered Proximity	"uncle sams army"@7
Record Proximity	“college tuition”#3
Stem (Word Form)	run% great%
Thesaurus (Synonym)	flying$ alteration$
In Highlighters	[highlighter humor: marx | stooge]
In Fields	[field weapon: knife gun (club | bat)]
In Notes	[note: "have a phrase" & word]
In Popups	[pop up: ^popsicles]
In Groups	[group animal: horse ~ cow & pig] [group desserts] and "ice cream"
In Levels	[level chapter: (mary & joseph) & jesus] [level scene/act iii:arrows & noble]

Folio Terminology

Contents Pane	The portion of the infobase window in which the table of contents for the infobase is displayed. Sometimes called the Contents Window or Table of Contents Window.
Document Pane	The portion of the infobase window in which the body of an infobase is displayed. Sometimes called the Document Window.
Hit	A match to your query, usually reported as a number of records. Records which contain hits meet all of the requirements specified in a query.
Hit List Pane	After you perform a query, the hit list displays a ranked list of search hits found in pre-determined levels of the infobase. By double-clicking on a heading in the hit list, you can go to the hit of your choice.
Infobase	A freeform collection of information with a comprehensive index. An infobase functions similar to a database with a fully functional word processor built in.
Pane	A portion of a view (window) that displays specific information. A view may be divided into as many as four panes. The two most common are the document pane (displays the body of the infobase) and the contents pane (displays the table of contents for the infobase).
Partition	A partition is a defined unit for returning hits. This means that you can select the amount of the infobase that is searched and the hits returned and displayed in the Results Map. The default partition is a record.
Query	A search which is performed on an infobase. A query returns all matches to your specified search arguments and then highlights them on the screen for quick identification.
Query Template	A customized query dialog which is designed to speed the searching process by hiding some of the complexity of the Folio Views query syntax.
Records	A unit of information (usually a paragraph, sometimes several paragraphs) in an infobase.
Records with Hits	Records with hits is an option under the View menu that causes only records with search hits to be displayed in the document pane. Using the view records with hits option allows you to quickly print only those records which contain a hit.
Reference Window Pane	The portion of the infobase window in which the parent headings for a particular location in the infobase are displayed. It is used primarily to provide a point of reference in the infobase.
Scope	The scope is the amount of the infobase you are searching. The default scope is the entire infobase.

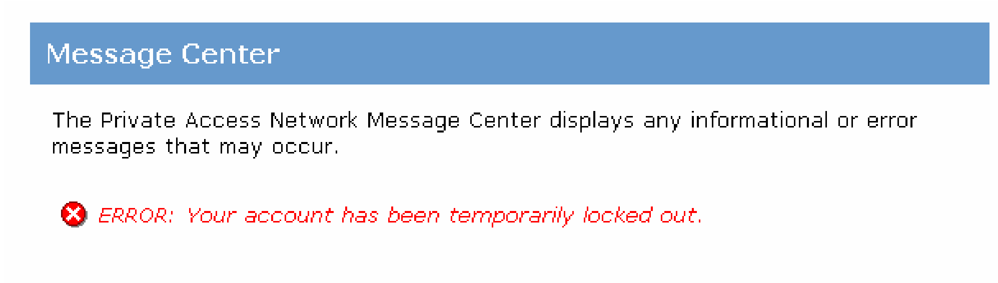
Toolbar	A mechanism allowing quick access to Folio Views features by clicking buttons rather than using the menus or quick keys (short cut keys).
View	A window which displays an infobase. All of the predefined views for Folio Views are available from tabs at the bottom of the window.

APPENDIX E

Troubleshooting

Error Messages

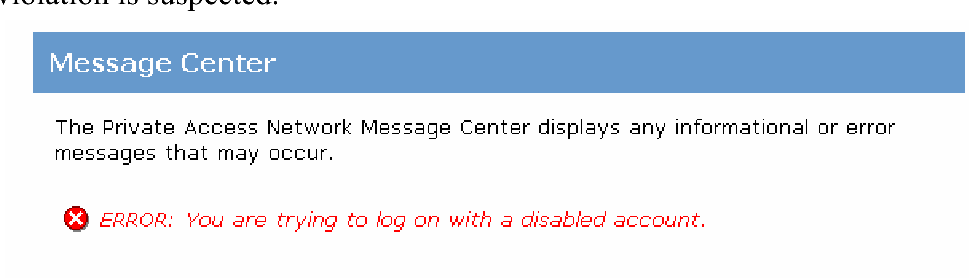
1. If your Username (access ID) has been locked because you incorrectly entered your password more than three times, you will receive the following error message:



You have two options:

   a. Call the REJIS Help Desk (314-535-9497 or 1-888-923-7255) and ask to have your ID reset. You MUST have your verification code (word given to REJIS at the time your ID was set up) if you want your password changed by REJIS. You may also have your system administrator or MoBar Net coordinator call Sue Baker at REJIS.
   b. Wait 30 minutes and your ID will automatically reset itself.

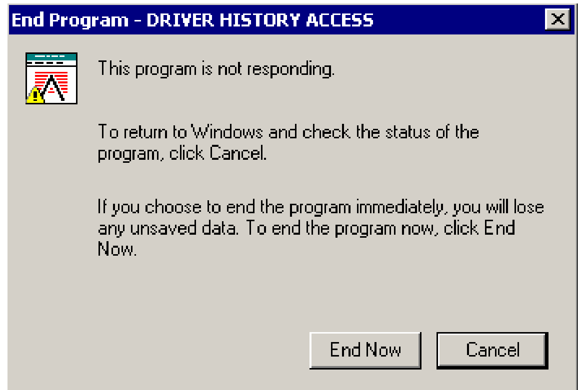
2. If REJIS has disabled your Username (access ID) for some reason, first contact your firm's security administrator, REJIS coordinator, or your Billing Department. Access IDs are disabled if a firm is more than 60 days past due in paying their invoices or a security violation is suspected.



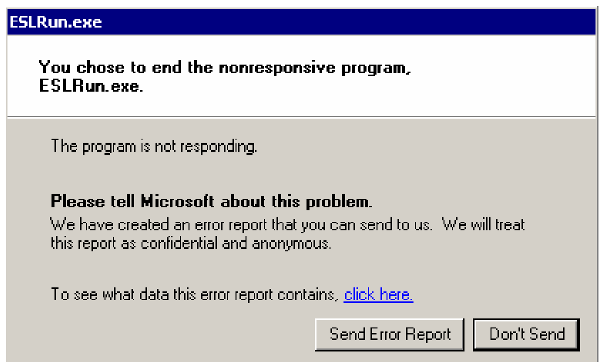
3. If you accidentially closed the rumba session and try to execute an inquiry, you may receive a blank screen or one of the following error messages:

If you receive the blank screen, click on the x and close the window.

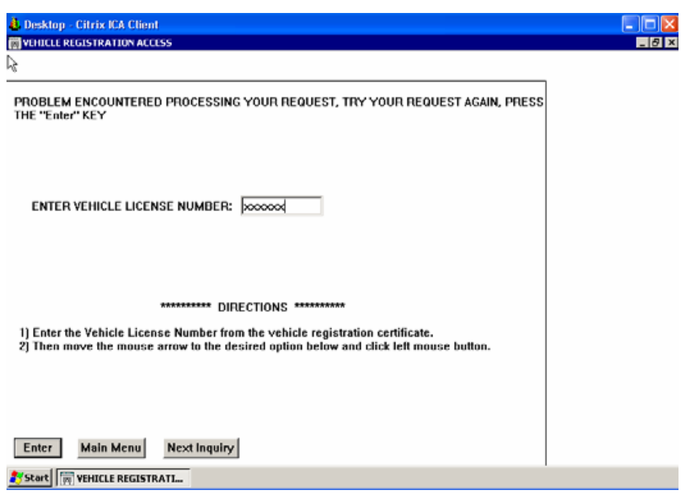
You will see the following message:



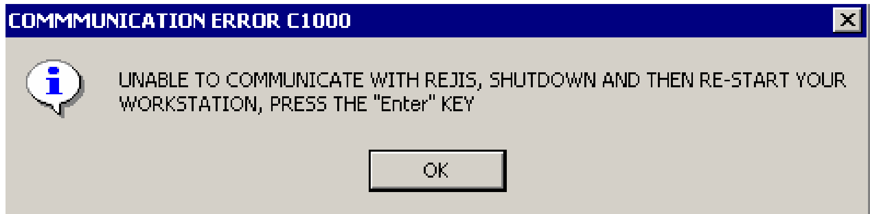
Click on End Now. You will receive the following messages – click on Don't Send.



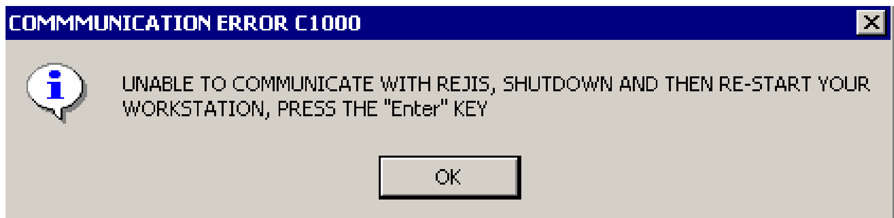
In both situations (blank screen or error message), close the Desktop window and log in again.



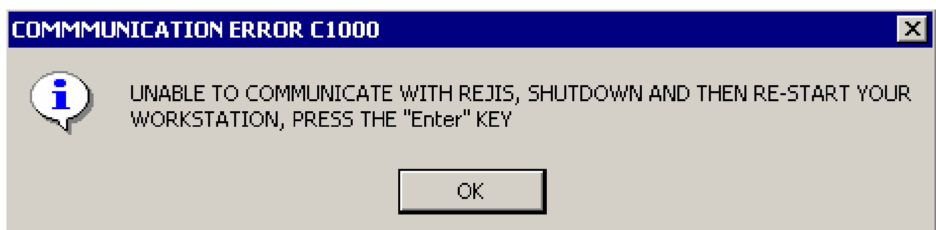
4. If you try to open a second Data File session, you will receive the following error message. If you have accidentally closed Rumba, you must log off the Desktop and return to the Login window and log in again.



If you try to open a second data File session and rumba is still running, just click on whichever application is showing at the bottom of the screen to re-establish your session:



5. If you click on Data Files (Desktop) before the mobar (Read only) – RUMBA box appears in the lower left corner, you will receive the following error message:



Click OK and then open Data Files by double clicking on the icon.

6. **Error Message:** The ICA File Not Found

Solution: In Internet Explorer select Tools > Internet Options > Advanced Tab. Beneath the Security section of options, **uncheck** the option called Do not save encrypted pages to disk.

Or

In Internet Explorer select Tools > Internet Options. Select the General tab. In the Temporary Internet files section of options, click the Delete Files box and check the “Delete all offline content” box. Click OK

7. **Error Message: Some** files can harm your computer. If the file information below looks suspicious or you do not fully trust the source do not open or save this file.

File: Launch.asp
Type: asp.
From: privateaccess.rejis.org

Warning: This type of file could harm your computer if it contains malicious code. Open with what program.

Solution: Download the ica32t.exe file from the REJIS ftp site. Call the REJIS Help Desk for instructions (314-535-9497 or 1-888-923-7255).

Shadowing

A feature available to MoBar Net administrative staff is the ability to monitor exactly what is occurring on a MoBar Net client device. If you are encountering problems using MoBar Net, an administrator may request to "shadow" your session. You will need to reply to the "Shadow Request" by clicking on the "Yes" option which will appear on your screen. This allows the administrator to either view exactly what you are doing or take over your session and show you how you perform a certain activity.

Glossary

Click:	To depress the left mouse button once. Used to select insertion points, menu items, and dialog box options.
Data Files:	Under this icon you will obtain access to records such as Circuit or Municipal court case information, Missouri Driver's history or vehicle registration information.
Dialogue Box:	A box from which Windows either displays or requests information.
Double Click:	To depress the left mouse button twice in rapid succession. May be used to open an object and display its contents, open a document or start an application.
Drop Down List:	A box entry that opens to show a list of choices.
Horizontal Scroll Bar:	Allows you to view portions of the screen hidden by the left and right window boundaries. Located on the bottom window boundary, you may use it by dragging the slider or by clicking on the arrows.
Icon:	A miniature picture that represents elements in Windows, such as applications, objects and documents.
List Box:	An information box within a dialog box that contains a list of choices.
Login:	Your User Identification Number which allows you access to the MoBar Net system.
Slide Bar:	Sometimes called the slider box or the scroll bar. By sliding the large bar that moves between the arrows, you can scroll rapidly through text that is not displayed in the window at one time.
Task Bar:	Located at the bottom of your screen. Initially contains the start button, along with all other currently open tasks for your Windows 95/98/2000 session.
Task List:	A window containing a list of all the currently running applications from which you can quickly switch to another application.
Vertical Scroll Bar:	Allows you to move quickly up and down through the infobase or data file. Located on the right window boundary, you may use it by dragging the slider to by clicking on the arrows.
Window:	Defined area in which different functions operate. Is bordered by the Menu bar, the scroll bar, the status line, and a left border. May be sized, minimized, maximized and moved for ease of use.