

Go to www.courtsearch.com, click on **Order Out of State and Log In**.

Caution: You must have pop-up windows enabled on your browser.

Step One – Company & Applicant Information

Company Information

- Review the **Company Information** that appears at the top of the screen. To modify, click on **Update Profile**.
- You may select more than one **Return Results Via** option by holding down the Ctrl button and clicking on the results options.
- You are only permitted to select one **Return Results When** option.
- If you do not wish to save your changes, choose **Reset**, then select **Continue**. Your previous settings will be restored.
- If you wish to save your changes, click **Continue**.

Applicant Identifiers

- Enter applicant information. Note required fields: **First Name, Last Name, and Social Security Number**.
- * Additional identifiers such as **Date of Birth and Middle Name** will expedite the research process.

Step Two – Selecting Product(s) to Order:

Order a la carte searches by selecting from the products listed below. Click **Add to Order**.

- * Please note: when you are ordering a package, you **MUST** select the **Order My Package** button.
- When you are ordering individual items, you **MUST** select the **Add to Order** button.

If necessary, edit the applicant information by clicking **Edit Applicant**.

Step Three – Entering Search Information

Select **Submit Item** to proceed to the next screen or **Cancel Item** if you do not wish to order that particular item.

- If no further information is required, select **Submit Item** to proceed to the next screen.
- **Searching Maiden Names, Aliases, etc.** Select the product that you wish to order – for example, **County Criminal**. The name information for this item will default to the “main” Applicant name. Simply change the name field with the name you wish to search and submit the item.

The right margin displays a summary of all of the items that you have submitted for the current order.

Step Four – Adding, Editing, and Deleting Items

After the submission process is completed, all submitted items will be listed in the right margin. You now have several options:

- To edit the applicant information, select **Edit Applicant**.
 * Please note: if you change this information the applicant information for all of the items in the order
 will be changed!
- To edit an item in your order, go to the right margin and click in the radio button beside the item you wish to edit and click **Edit Item**.
- To add items to the order, select package or products as outlined above and then click **Add to Order**.
- To delete an item from you order, go to the right margin and click in the radio button beside the item you wish to delete and click **Delete Item**.
- To submit the order, go to the right margin and click **Continue**.

Step Five – Submitting an Order for Processing

Review your order before submitting it to Castle Branch.

- Select **Return to Order** if you want to add additional items to your order, edit items in your order, and/or delete items in your order.
- When you are finished, select **Submit Order**. You can print the order confirmation page for your records.