

Washington County Court of Common Pleas
Washington County, Pennsylvania



**ELECTRONIC RETRIEVAL SYSTEM
ACCESS REQUEST ENROLLMENT**

NAME: _____
First Middle Last

CORPORATE
Or FIRM AFFILIATION: _____

MAILING ADDRESS: _____

PHONE NUMBER(s): _____
Home Cellular Business

E-MAIL ADDRESS: _____

BILLING ADDRESS:

Check box if the Billing Address is the same as the Mailing Address listed above.

ENROLLMENT INFORMATION & DISCLOSURES: This **Enrollment Request Form** is a formal request to gain secure access to the Washington County Court of Common Pleas Civil & Orphans' Court Divisions Case Management Databases. The Electronic Retrieval System (ERS) is a web based electronic query and reporting system which allows authorized users to access case dockets, party information, attorney inventory, marriage license and indexing information from Court databases within the Washington County Prothonotary and Register of Wills offices in Washington County, Pennsylvania. The reports and indexing information provided is targeted for the professional end user with knowledge of legal terms and procedures. The information provided is not intended to supplant the use of qualified legal advice within any legal proceeding. The Prothonotary and Register of Wills offices and their respective employees are not permitted to give legal advice and questions regarding the information provided by this service should be referred to qualified legal counsel.

By endorsing this form below, I agree to use the ERS within the parameters provided herein. Additionally, I agree to review the disclaimers listed on the reverse side of this form. It is also recommended that each user review the Disclaimer information that is displayed upon successful login to the ERS.

Printed Name

Date

Signature

Upon completion of this form, submit this form and \$60.00 ERS Subscription Fee payment to:

Washington County Prothonotary, ERS Subscription Processing, 1 South Main Street, Suite 1001, Washington, PA 15301

Once your request is processed, you will be provided with a username & passcode to gain secure entry to ERS located at:

<http://www.co.washington.pa.us/wccourtdocumentsfree/default.asp>

Please note: The \$60 ERS Annual Subscription Fee is for the calendar year beginning June 1 through May 31. Payments made in the month (s) after June will be pro-rated at a rate of \$5 a month through the end of the subscription period ending on May 31.

Acceptable payment(s) are only **CASH** (in person at the Prothonotary's Office), **BUSINESS CHECK** or **MONEY ORDER**.
PERSONAL CHECKS will NOT BE ACCEPTED.

Disclaimers

Notice

The information provided by this service resides on a computer system funded by the County of Washington. Anyone using this service consents to the monitoring of their use of this service by the computer system providers, authorized Court of Common Pleas and County of Washington employees, as well as security or law enforcement personnel. ERS Accounts are only authorized for use by the designated enrolled user completing the ERS Subscription form on the reverse side. ERS Accounts are not transferable. Authorized use by non-enrolled ERS users is prohibited. Communications made through this service's electronic mail and/or Messaging system(s) shall, in no way be deemed to constitute a filing with or legal notice to the Court of Common Pleas of Washington County, the County of Washington or any of their agencies, departments, authorities, officers, solicitors, attorneys, directors, employees, agents or representatives, with respect to any existing or potential claim or cause of action against the Court of Common Pleas of Washington County, Washington County or any of their agencies, departments, authorities, officers, solicitors, attorneys, directors, employees, agents or representatives, where notice to the County is required by any federal, state or local law, rule or regulation.

Privacy Policy

The protection of individual privacy is a concern to Washington County. Washington County has created this privacy statement in order to demonstrate its firm commitment to privacy. The following discloses our information gathering and dissemination practices for this site.

Information You Provide to Us: Washington County does not keep any personal information about you or your visit to the County of Washington Internet site unless you have specifically supplied it to us. This also applies to any feedback or on-line survey information you may have sent us through our website. The Court of Common Pleas and the County of Washington do keep personal information about you and your visit(s) to the Court of Common Pleas Electronic Retrieval System. Entrance into and subsequent use of the Electronic Retrieval System requires a validated user name and pass key. In cases where you have supplied us with information, including financial data, we will treat such information in accordance with the requirements of the law. This means that it will be treated in the same way as written forms of communication, and in many instances it will be considered public information available to the public upon request. To the extent allowed by law, Washington County will make reasonable attempts to protect personal financial information from disclosure.

Public Disclosure: As a general rule, Washington County does not disclose any personally identifiable information collected online except where you have given us permission or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the County on its websites may be subject to examination and inspection if such information is a public record and not otherwise protected from disclosure.

Other Information about Your Visit to Our Site: Our web site does not automatically collect any information from your computer during your visit. Certain pages, however, may tally total number of visitors.

This privacy policy does not apply to web sites operated by third parties that you may access through a link from our web site.

Disclaimer of Warranties

The Court of Common Pleas of Washington County and the County of Washington make no warranty or representation, express or implied, including but not limited to warranties of merchantability and fitness for a particular purpose. The Court of Common Pleas of Washington County and the County of Washington assume no liability or responsibility for the quality, content, accuracy, completeness of the information, text, graphics, links and any other items contained on this service or any other system or service. The materials contained on this service have been compiled from a variety of sources and are subject to change without notice. Commercial use or sale of the materials contained on this service is prohibited without the express written consent of Court of Common Pleas of Washington County and the County of Washington. In no event will the Court of Common Pleas of Washington County and the County of Washington be liable for any damages whatsoever, whether direct, indirect, consequential, incidental or special, or any claim for attorney's fees arising out of the use or inability to use the information on this service, even if the Court of Common Pleas of Washington County and/or the County of Washington are advised of the possibility of such damages.

Copyright Status

All documents available on this service may be protected under the United States and/or Foreign Copyright Laws. Permission to reproduce may be required. The Court of Common Pleas of Washington County and the County of Washington retain all rights to the information provided by this service, including, but not limited to, the right of reproduction.

Disclaimer of Endorsement

Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favored status by the County of Washington. The views and opinions of authors expressed on this service do not necessarily state or reflect those of the Court of Common Pleas of Washington County and/or the County of Washington, and shall not be used for advertising or product endorsement purposes.

The Court of Common Pleas of Washington County and/or the County of Washington are not, and shall not bear any responsibility for the contents of any off-site pages referenced.