

serving
the community
through the
administration
of justice

The Northern Ireland Court Service

Copy Orders Online

A Users Guide



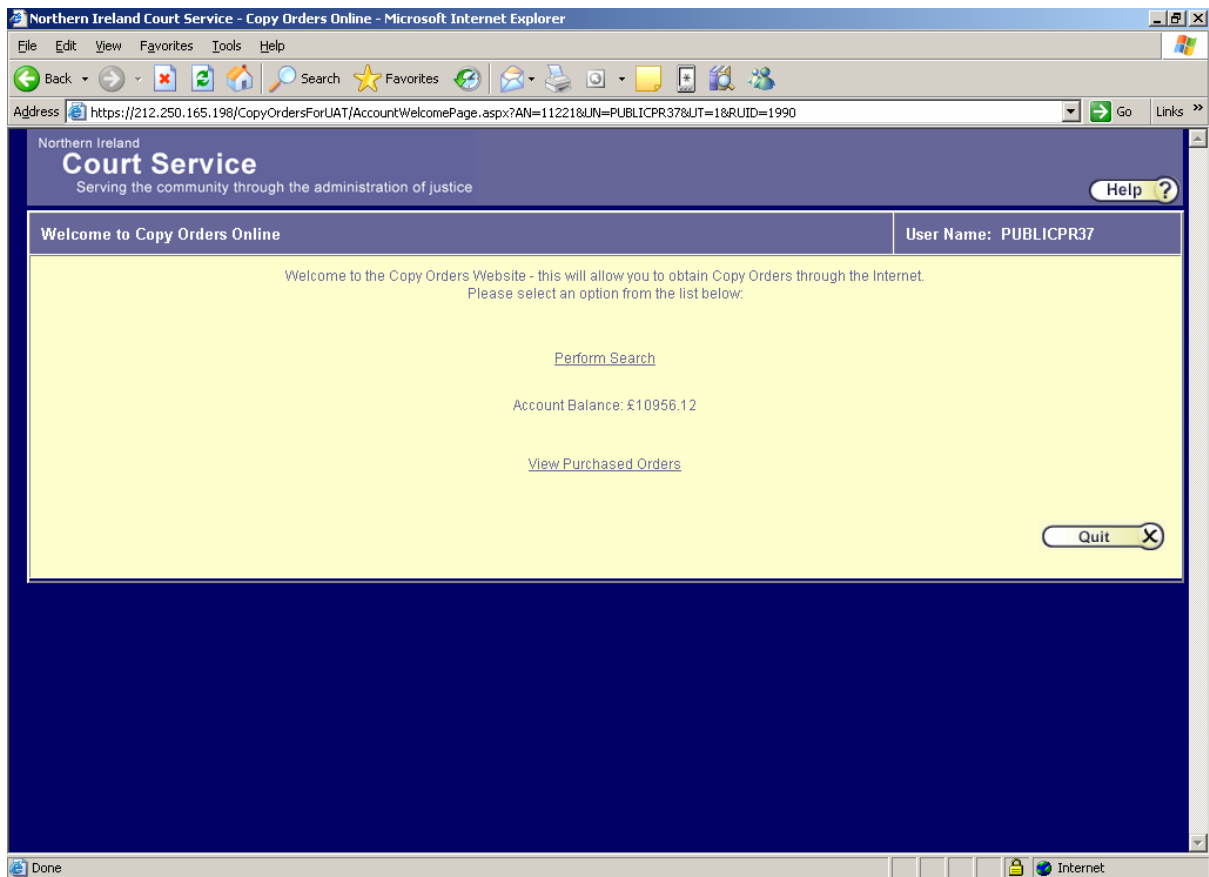
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Copy Orders Online User Guide

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Welcome Screen



This screen allows you to:

- Search the copy orders online system for orders which can be viewed and printed. To do this click on the 'Perform Search' link.
- View and print orders which you have previously bought within the last 30 days. To do this click on the 'View Purchased Orders' link.

The screen displays your Account Balance if you are logged on as an ICOS Account Holder.

Query Screen

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Copy Orders - Query Help ?

Enter search criteria.

Note: you cannot use the name search facility for bankruptcy, companies, divorce or probate orders. You should use the Public Searching function for these searches. You can, of course, use the case ID or Judgment/Order Number search facility below to view these types of orders.

Please enter either

Case ID Or Judgment / Order Number

Surname / Company Name And/Or Forename(s)

This screen allows you to search the copy orders online system for orders which can be viewed and printed. The recommended search approach is:

1. Case id

If you know the case number, then enter the case number into the 'Case ID' field. Case numbers have the format YY/NNNNNN eg 04/001234. Enter the full case number into the field and click on the 'Go' button. This will display the details of any orders which relate to the case number entered.

OR

2. Judgment/Order Number

If you know the order number or judgment number then enter that in the 'Judgment/Order Number' field. Order numbers start with 'CO' or 'DJ'. Enter the full order number into the field (eg CO123456) and click on the 'Go' button. This will display the order details for the order number entered.

OR

3. Name

If you don't know the order number or case number, then enter the surname and/or forename into the appropriate fields. The surname field also duplicates as the field to allow you to enter a company name. This will display a list of cases which match the person name or company name entered.

Note that you cannot use the Name search facility for Bankruptcy, Divorce or Probate orders. You should use the online Public Searching services for these searches to obtain the case number.

Click on the 'Go' button to perform a search.

Click on 'Cancel' to go back to the Welcome screen.

Search Results Screen

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Copy Orders - Search Results Help ?

Details	Case Title	Name	Participant Type
<input type="checkbox"/>	OLIVER TRANSPORT SERVICES LIMITED BLACK JAMES	BLACK JAMES	Defendant
<input type="checkbox"/>	DIESEL CARD INTERNATIONAL LIMITED BLACK JAMES	BLACK JAMES	Respondent
<input type="checkbox"/>	DIESEL CARD INTERNATIONAL LIMITED BLACK JAMES	BLACK JAMES	Respondent
<input type="checkbox"/>	WOLSELEY UK LIMITED BLACK JAMES H	BLACK JAMES H	Respondent
<input type="checkbox"/>	CABLE SERVICE STATION BLACK JIM	BLACK JIM	Respondent
<input type="checkbox"/>	SPENDLOVE C.JEBB BLACK JIM	BLACK JIM	Respondent

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Copy Orders Detail

Details	Participant	Court Results
ID	05/034831	Status Active
Title	OLIVER TRANSPORT SERVICES LIMITED JAMES BLACK	Date Received 08 September 2005
Business Area	CIVIL	Cause of Action NEGLIGENCE
Proceeding Type	CIVIL BILL EXCEEDING £2000.00	

Cancel X Previous Continue

If you entered a name search on the Query Screen this screen will show a list of cases which match the person name or company name entered.

Each case title listed has additional details provided at the bottom of the screen. The details are divided into three sections: Details, Participant and Court Results. Click on the relevant tab to see details. These provide you with additional information relating to the case to allow you to decide if this is the relevant case.

To proceed to the next stage, you need to select one case by ticking the check box to the left of the case title. You are only allowed to select one case. Then click on the 'Continue' button.

Otherwise, click on the 'Previous' button to return to the previous screen.

Or, click on 'Cancel' to go back to the Welcome Screen.

Order Details

The screenshot shows a web browser window titled 'Civil Details - Microsoft Internet Explorer'. The address bar shows the URL: <http://212.250.165.198/CopyOrdersForUAT/Search/CopyOrdersResults.aspx?UN=lyttleco3>. The page content includes the following elements:

- Header: Northern Ireland Court Service, Serving the community through the administration of justice.
- Section: Copy Orders - Civil Details (with a Help button).
- Table of search results:

Details	ID	Result Date	Judiciary	Order Title	Document Name
<input type="checkbox"/>	05/044068	05-Jan-06			DEFAULT DECREE

Below the table is a 'Further Details' section with the following information:

Appeal Number	
Judgment/Order Num	DJ24675
Issuing Party	Wolseley Uk Limited

At the bottom of the page are three buttons: 'Cancel' (with a close icon), 'Previous' (with a left arrow), and 'Confirm' (with a checkmark icon).

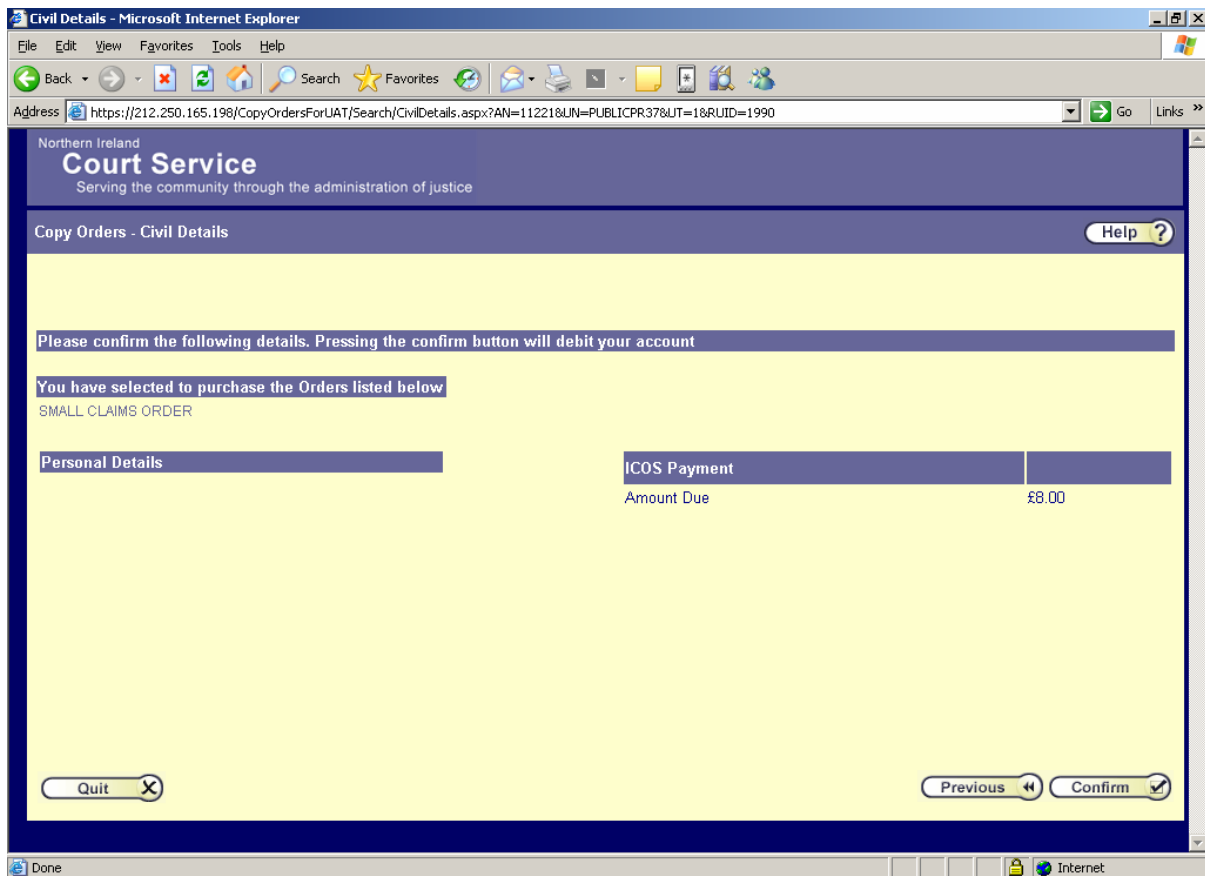
This screen lists the orders which match the query previously entered. If you searched by an order number then the matching order details will be displayed. If you searched by a case number or name then the orders relating to that case will be displayed.

To proceed to the next stage, you need to select one or more orders by ticking the check box to the left of the order listed. Then click on the 'Confirm' button.

Otherwise, click on the 'Previous' button to return to the previous screen.

Or, click on 'Cancel' to go back to the Welcome Screen.

Order Confirmation Screen



This screen provides you with confirmation of the orders which you are about to purchase.

It will list the orders which you have selected, the total amount due for the orders selected, the details of the payer and the payment method. If you click on the 'Confirm' button, the amount due will be deducted from your pre-paid account or credit/debit card as appropriate.

If you are content with your selection, click on the 'Confirm' button to proceed.

Otherwise, click on the 'Previous' button to return to the previous screen.

The 'Quit' button will take you back to the Query Screen.

Payer Details Screen

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Copy Orders - Civil Details [Help ?](#)

*If you are paying by credit or debit card you need to enter the name and address of the card holder.
Click on the 'Next' button to proceed. Click on Select if address is correct or click on Enter Address to amend.*

Please Enter Payer Details

Title:*

Forename(s):*

Surname:*

Email Address:

Company Name:

Address Details

House Number:* Post Code:*

If you are paying by credit or debit card you need to enter the name and address of the card holder.

The payer details will default to the information held as part of your www.courtsni.gov.uk login account.

You may however change this information.

You must enter a House Number and Postcode and click on 'Next' to confirm your address.

The 'Quit' button will take you back to the Query Screen.

Payment Details Screen

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Copy Orders - Civil Details Help ?

Please Enter Payment Details

Payment Method:*

Card Number:*

Expiry Date:* / MM/YY

Issue Number:

Security Code:

Amount Due (£): 20.81

Security Code

QUIT X PREVIOUS NEXT

If you are paying by credit or debit card you need to enter your card details.

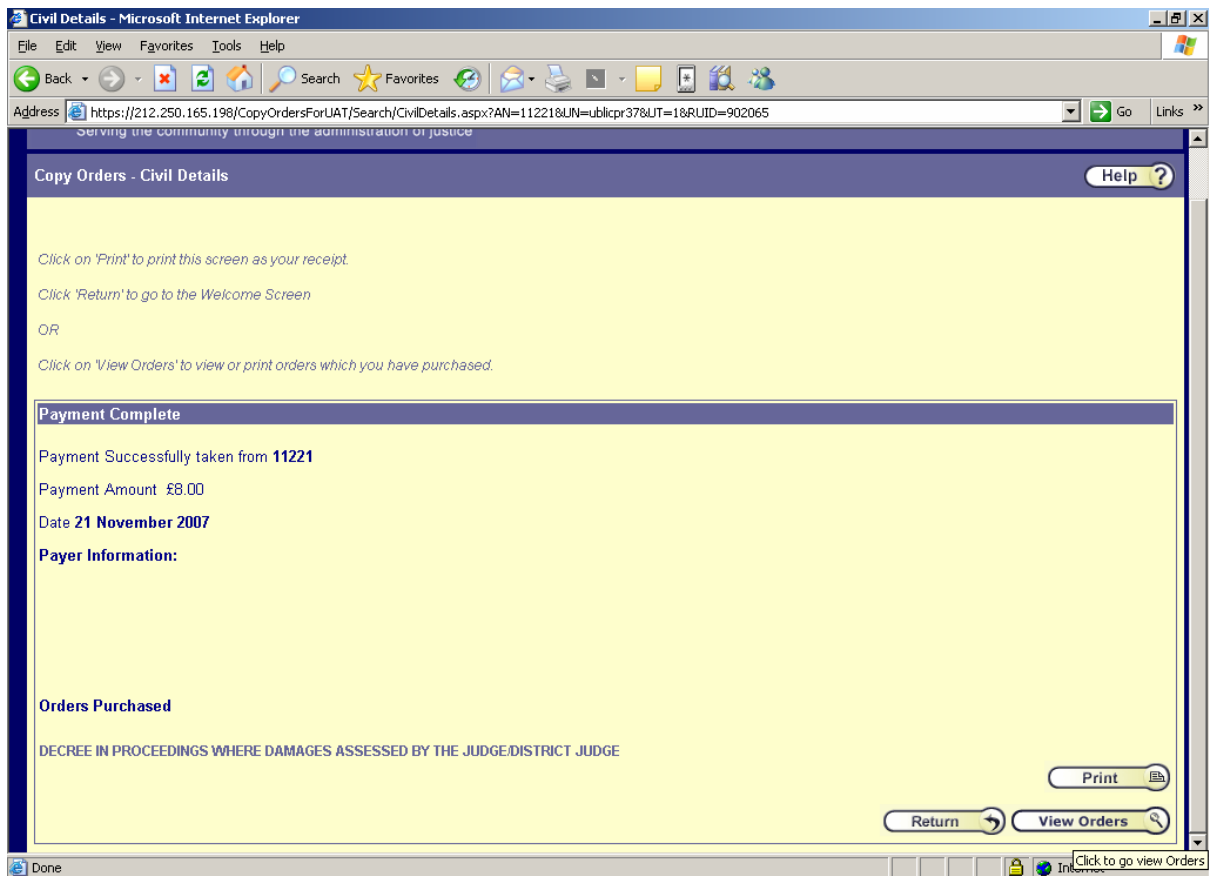
You must select the Payment Method to select your card type, enter the Card Number (with no spaces), enter the Expiry Date, and the three-digit security code. If needed the Issue Number should also be entered.

Click on the 'Next' button to proceed.

Otherwise, click on the 'Previous' button to return to the previous screen.

The 'Quit' button will take you back to the Query Screen.

Receipt Screen



This screen confirms that the payment has successfully been deducted from your pre-paid account or credit/debit card. You can print this as your receipt. To do this, click on the 'Print' button.

Click on the 'Return' button to go back to the Welcome Screen

OR

Click on the 'View Orders' button to go to the Document History screen to view and print the orders which you have bought.

Document History Screen

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Copy Orders - Order History Help ?

Details	Judicial Title	Order Title	Document Name	Issuing Party	Judgment/Order Number	Date Copied	Amended	Proceeding ID	
			DEFAULT DECREE	NI CENTRAL SERVICES AGENCY	DJ30423	14-Oct-06	No	06/043113	View
			DEFAULT DECREE	DENIS D HUMPHREY LLB SOLICITOR	DJ29868	14-Oct-06	No	06/034889	View
	District Judge Wells	Small Claims Decree after Hearing	DECREE AFTER HEARING	Mrs JOAN BLACKLEDGE	CO566483	14-Oct-06	No	06/016407	View
			DECREE FOR ASSESSMENT	Mrs JOAN BLACKLEDGE	DJ28128	14-Oct-06	No	06/016407	View
			DEFAULT DECREE	J.A. LYTTLE	DJ27545	14-Oct-06	No	06/007188	View
			DEFAULT DECREE	CRAIGAVON AREA HOSPITAL GROUP TRUST	DJ26394	14-Oct-06	No	06/003792	View
	District Judge Collins	Dismissed Order	DISMISS CLAIM	Mr DAVID PATTERSON	CO204858	14-Oct-06	No	05/042083	View
			DEFAULT DECREE	TBF THOMPSON (GARVAGH) LTD	DJ23142	14-Oct-06	No	05/037188	View
	District Judge Brownlie	Strike Out Order	SMALL CLAIMS ORDER	Mr STEPHEN BELL	CO175845	14-Oct-06	No	05/026531	View
	District Judge Collins	Free Text Order	SMALL CLAIMS ORDER	Mr NIGEL BELL	CO165705	14-Oct-06	No	05/018495	View

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[Return](#)

This screen provides you with a list of the orders previously bought. By default, the latest orders will be displayed at the top of the screen.

Click on the 'View' link on the right-hand side of the screen to view the order. You will need to have Adobe Acrobat installed on your computer in order to view the document.

While this screen will display a list of all orders purchased, you can only view orders which were purchased within the last 30 days.

If the order which you have previously purchased is amended then a 'Details' link will appear showing you when the order was amended.

You can change the sorted order of the list by clicking on the column titles.

The 'Return' button will take you back to the Welcome Screen.