



## Searching In The Entity Table

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### **Searching In The Entity Table**

**\*\*\*If you want to practice, each VTADS server has a "test & training" option so you are not in the production database\*\*\***

Log into any VTADS server, and open any county. From the menu list choose Entity Tables: 

The following menu will pop up:



To search a defendant, you want to use option 1. To search for an attorney, option 2.



You will need at least the last name of the person you are searching, but for a quicker search, you will want both the first and last name. **The search is case-sensitive.** Once you have the name typed in, press **F3** to search and the entity screen will populate:



If you see a '+' above the name in the header of the entity screen, that means more entity records are available. Press **F4** to search forwards through and **F3** to go back through the records.

Some important parts of the entity screen to note is the location of the entity ID of the person you searched:



For attorneys, you can see the ERN (Electronic Registration Number) which ties their VTADS record to eCabinet so they can receive eNotices:



And the attorney's license number:



Tags

defendant

entity

entity table

Party

plaintiff

Search