To Download Data

1. From docs.stlucieclerk.com either Subscribe to Sign Up or Login

2. Upon Login, you will be prompted to choose the membership file for access to Data Downloads
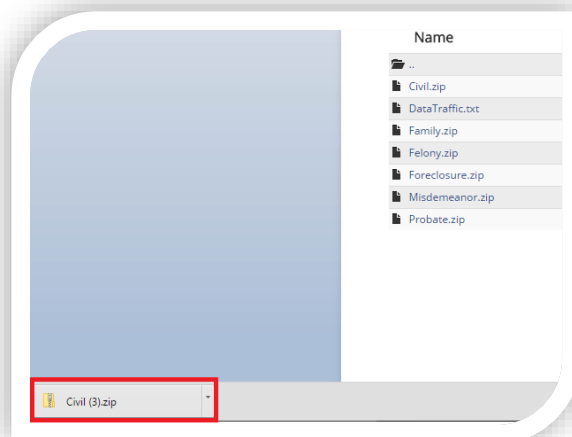
3. Choose the File type you would like to download (depending on your subscription, you will see more or less options)

Available files:

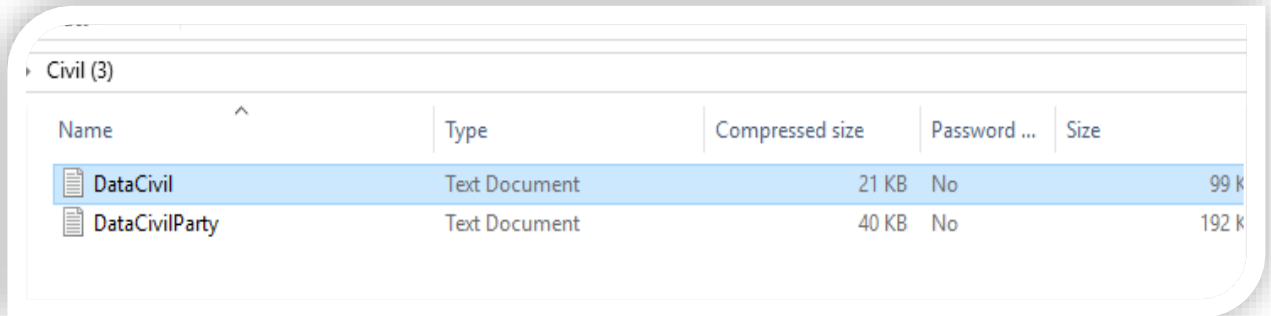| Name |
| --- |
| Historical |
| Yearly |
| Monthly |
| Weekly |
| Daily |

4. Next, choose the .zip file for download or viewing

Available files:

Name
..
Civil.zip
DataTraffic.txt
Family.zip
Felony.zip
Foreclosure.zip
Misdemeanor.zip
Probate.zip

5. After making your selection, click on the file

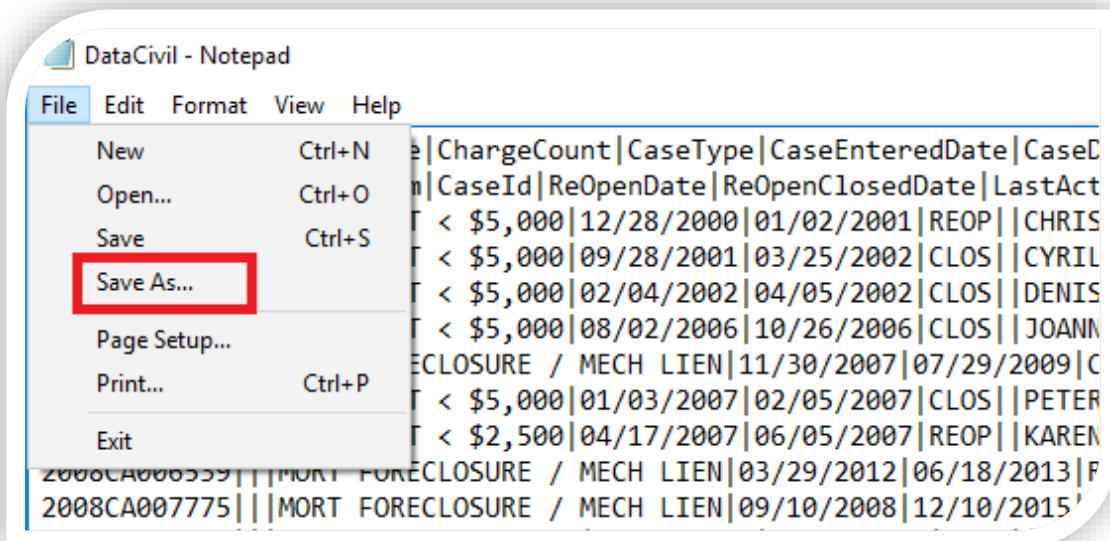| Name |
| --- |
| .. |
| Civil.zip |
| DataTraffic.txt |
| Family.zip |
| Felony.zip |
| Foreclosure.zip |
| Misdemeanor.zip |
| Probate.zip |

Civil (3).zip

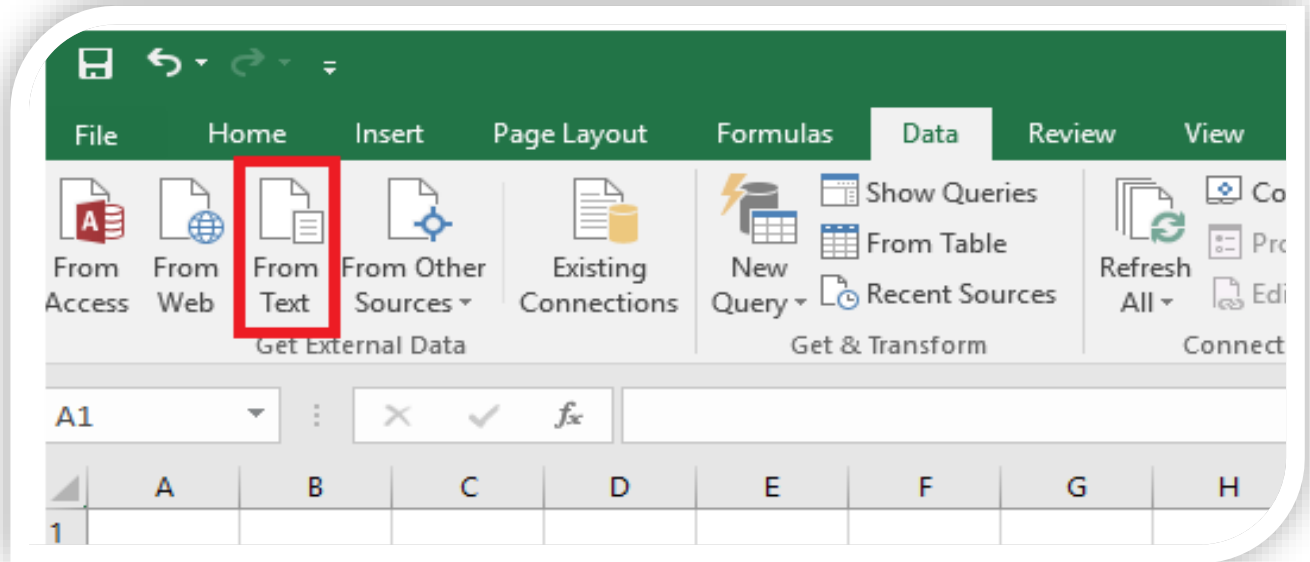6. Open the file you would like to download.
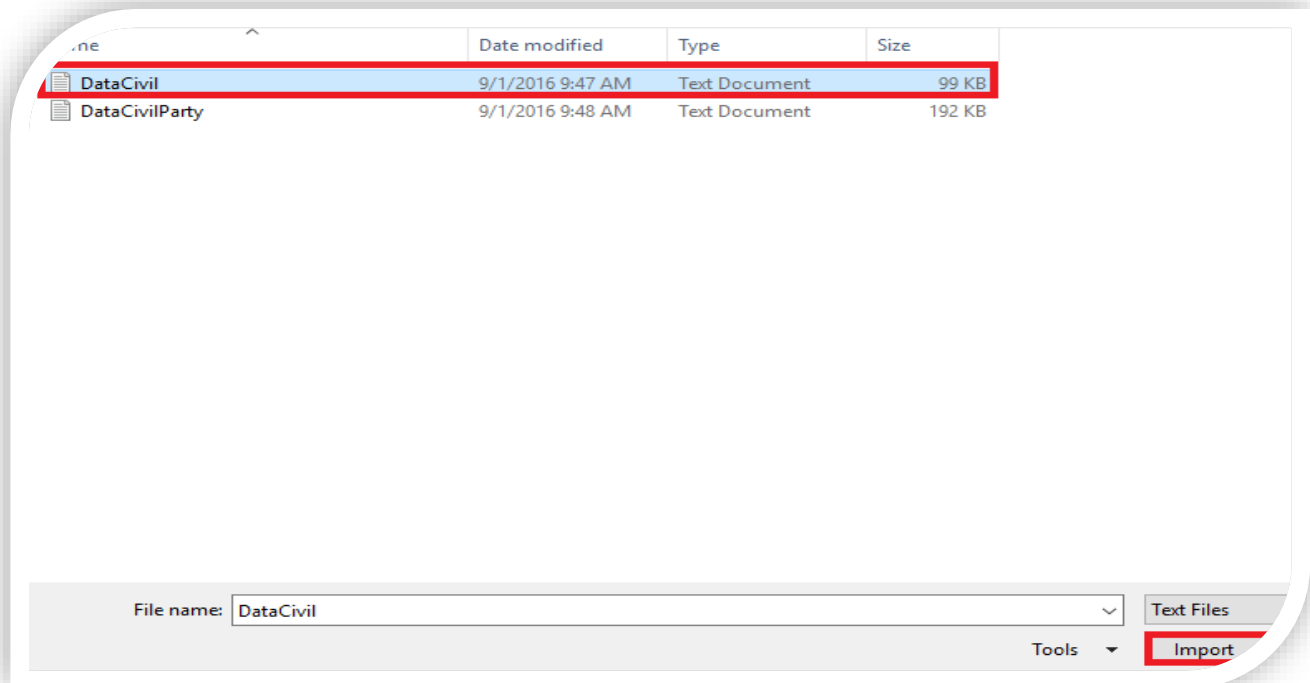

7. The file will open in a text format.
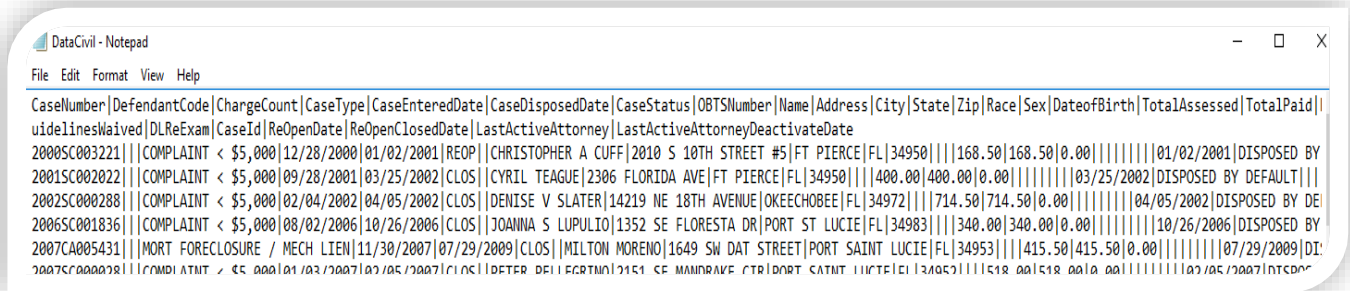
8. Select save As...

9. Open excel. Go to the Data Tab. Select From Text

10. From the folder you saved the text file. Select the file – click import.

11. Select Delimited- click next

12. On Step 2 Check the other box – Text qualifier none – then click next
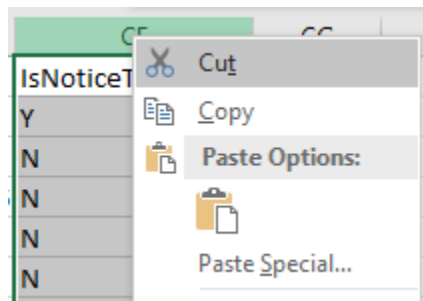
13. Step 3 – click the finish button

14. Click OK

Once the data is imported into excel you can filter and sort the data as needed.

15. The last column in the excel sheet is a IsNoticeToAppear column.

	CF	CG
ate	IsNoticeToAppear	
	Y	
	N	
2016	N	
	N	
	N	

16. You can Highlight the column and either Cut or copy the column and paste the column wherever necessary.
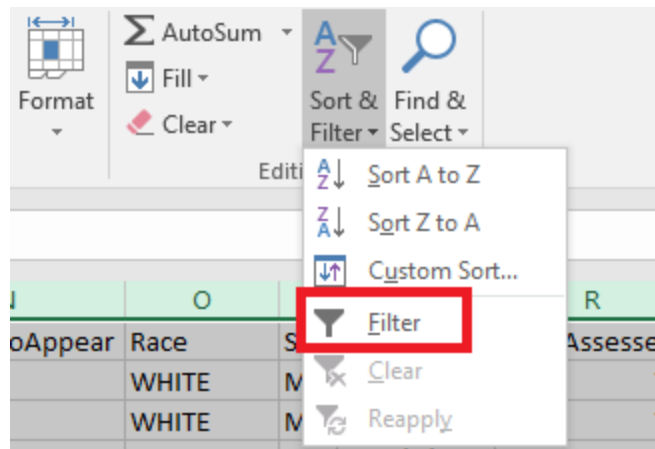

17. You can Filter out any data you do not need.
    a. Click the triangle in the left corner to highlight the entire sheet

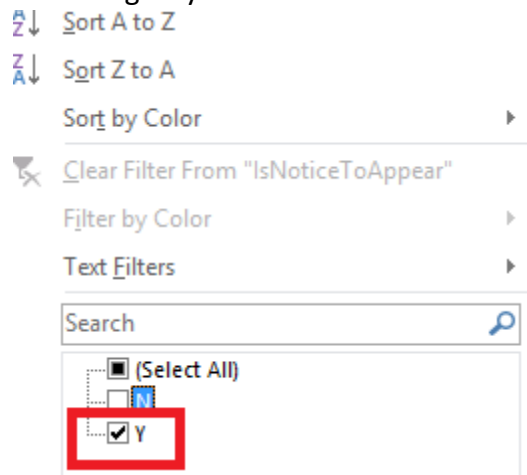|	A	D
1	CaseNumber	CaseType
2	2001MO001870 A	MUNICIPAL ORDINANCE
3	2001MO001870 A	MUNICIPAL ORDINANCE
4	2003CT005659 A	CRIMINAL TRAFFIC
5	2003MM003968 A	MISDEMEANOR

    b. Go to the Sort & Filter > select Filter

c. On the column you would like to filter by, click on the dropdown

d. Select the Y box > click Ok
   This will give you the data for all Notice to Appear.

You can hide or delete any columns you do not need.

Benchmark Web

1. From https://courtcasesearch.stlucieclerk.com/

2. Enter username and password form the email that was sent to you from the St. Lucie County Clerk's office.

3. Search by name or by case number. Under case dockets – click the sheet of paper to see the image

Some documents will need to be reviewed prior to being released to the public.

4. Click the Request button.

5. You will have the option to enter your email address.
   (If you enter your email address, you will get an email when the document(s) are ready for public viewing)

6. The button will change from Request to Requested.

7. Once the document(s) have been reviewed the Request button will change to a sheet of paper

The document will open in PDF format. Which will allow to save or print the document.
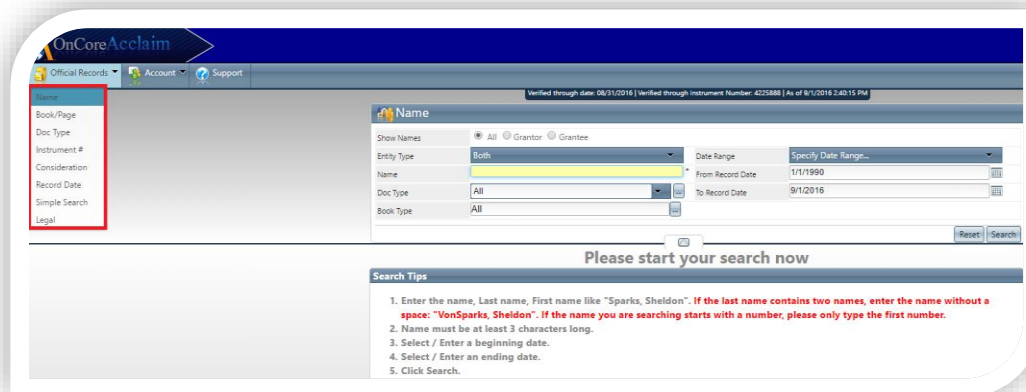
Acclaim Web

1. From https://acclaimweb.stlucieclerk.com/
2. Click the Login enter username and password
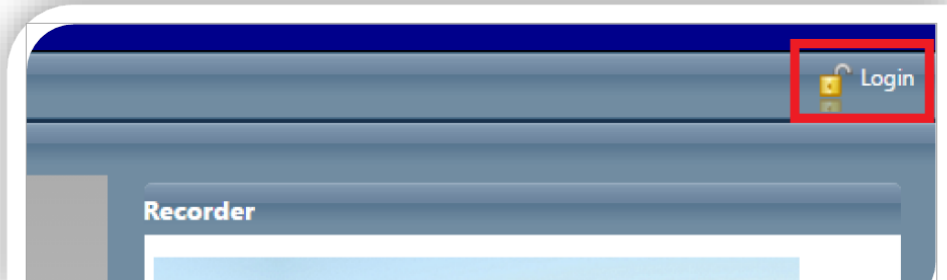
3. Accept the Disclaimer
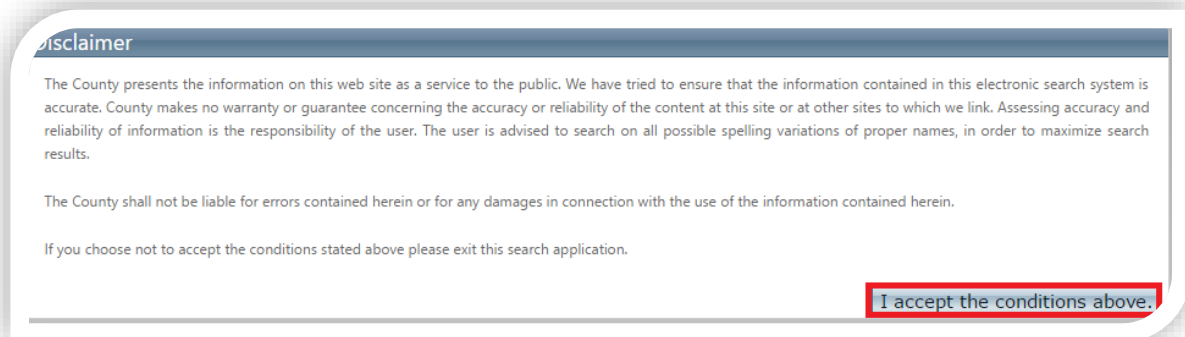
4. Select your search option (name, book/page… – enter the search information.

5. Click on the name of you would like to view.