



How to Conduct Online Record Searches

The District Court does not offer court clearances of any kind, and while we can conduct record searches, we generally do not do so for human resource departments. Instead, we offer the ability for employers to conduct employee record searches from the comfort of their own offices or at a free public terminal at the courthouse.

These online searches have several advantages over the current record searches conducted by the District Court:

1. They can be done in the comfort of your own office for as little as ten cents per search, as opposed to the normal \$34.00 charge, or they can be done on a dedicated terminal at the U.S. Courthouse for free.
2. They are national in scope, unlike the searches conducted by the District Court which are limited to cases filed on Guam.
3. Electronic searches can be conducted by the employer itself and the potential employees are not relied upon to deliver a document that is central to their own background investigation.

Record searches can be accomplished in just a few easy steps:

1. Establish a U.S. Courts PACER Account.
2. Log in to the PACER Case Locator
3. Conduct a Search for Civil, Criminal, Bankruptcy or Appellate cases based upon a person’s first or last name.
4. Print the results or click on case records to find out more information.

1) Establish your PACER account

“PACER” stands for “Public Access to Court Electronic Records” and is the system that allows one to search Appellate, Civil, Criminal, and Bankruptcy records through the internet.

Use this link to register online for PACER: [Register for an Account](#). If you supply a credit card, you can get your id and password online. If not, the PACER Service Center will mail it to you.

PACER services costs 10 cents per result, and most employee record searches are a single page. The PACER Service Center mails quarterly billing statements unless you have signed up for automatic credit card billing. Each quarter a statement will be generated and mailed for your account if you have accrued charges during the quarter and have a balance due greater than \$15. If your monthly usage is less than \$15, we recommend that you wait for your quarterly invoice before remitting payment. Balances that do not exceed \$15 in a quarterly billing cycle are waived.

You should be able to get all of your Pacer related questions answered at: [Frequently Asked Questions](#), but if you have problems with your pacer account when you get it, call us at the District Court, and we'll help you through it.

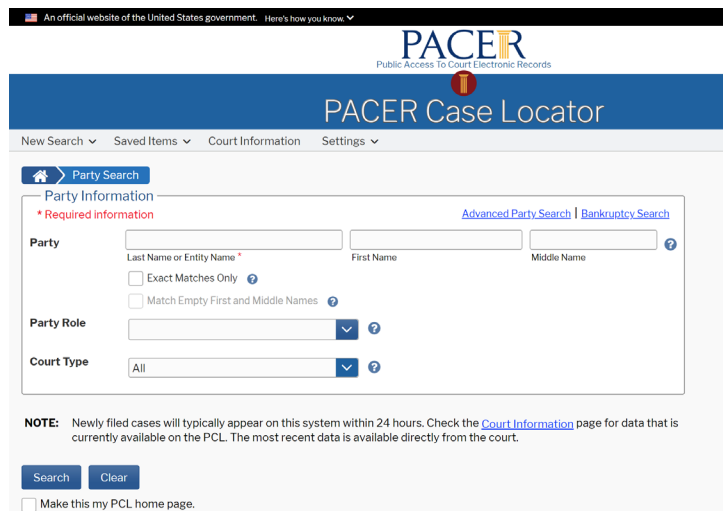
2) Log in to the PACER Case Locator

Using your favorite internet browser, go to: [PACER Case Locator](#).

Login to the system using your PACER id and password.

3) Conducting the Search

After logging in, click on the “Find Parties” link. You should see a screen like the following:





How to Conduct Online Record Searches

In the “Party” text boxes, enter the last name and first name of the employee you are searching for.

Choose “dft” for party role and “Criminal” for court type if you wish to limit the results of your search to criminal cases only. Then press the “Search Button”.

If any federal court cases exist for the employee, you will see a screen containing something like this:

The screenshot shows the PACER Case Locator interface. At the top, it says "PACER Public Access To Court Electronic Records". Below that is the "PACER Case Locator" header. The search criteria are: Party Search; Jurisdiction Type: [Criminal]; Last Name: [White]; First Name: [Charles]; Party Role: [DFT]. The result count is 145. The table below lists the search results with columns for Party Name, Case Number, Case Title, Court, Date Filed, and Date Closed.

Party Name	Case Number	Case Title	Court	Date Filed	Date Closed
White, Charles (jft)	21933cr00256	USA v. White - Charles White	California Central District Court	02/06/1993	02/22/1993
White, Charles (jft)	41993cr00103	USA v. Hubbard, et al	Georgia Southern District Court	08/04/1993	05/09/1994
White, Charles (jft)	41993cr00135	USA v. Hubbard, et al	Georgia Southern District Court	09/22/1993	12/07/1993
White, Charles (jft)	12013cr00185	USA v. White - Charles White	Georgia Southern District Court	06/25/2013	02/10/2014
White, Charles (jft)	12020cr00215	USA v. White - Charles White	Idaho District Court	07/31/2020	08/11/2020
White, Charles (jft)	12020cr00170	USA v. White - Charles White	Idaho District Court	08/11/2020	01/14/2022
White, Charles (jft)	11999cr00545	United States of America v. Jackson et al - Charles White	Illinois Northern District Court	07/23/1999	11/09/2000
White, Charles (jft)	12006cr00763	USA v. Helton et al - Charles White	Illinois Northern District Court	01/17/2007	09/28/2011
White, Charles (jft)	11998cr00445	USA v. Spain - Charles White	Illinois Northern District Court	07/17/1998	12/03/1998
WHITE, CHARLES (dft)	11999cr00005	USA v. WHITE, CHARLES	Indiana Southern District Court	01/15/1999	07/10/1999
White, Charles (jft)	22023cr00053	USA v. Johnson et al - Charles White	Louisiana Eastern District Court	04/14/2023	
White, Charles (jft)	11977cr00243	USA v. White - Charles White Jr.	Maryland District Court	05/03/1977	09/01/1977
White, Charles (jft)	21933cr80122	USA v. White - Charles White	Michigan Eastern District Court	02/05/1993	12/15/1993
White, Charles (jft)	21933cr80122	USA v. White - Charles White	Michigan Eastern District Court	02/05/1993	
White, Charles (jft)	31994cr00119	USA v. Brooks - Charles White	Mississippi Southern District Court	10/24/1994	02/14/1995
White, Charles (jft)	31995cr00013	USA v. Brooks - Charles White	Mississippi Southern District Court	02/23/1995	09/29/1995
White, Charles (jft)	11981cr00095	USA v. White - Charles White Jr.	New Hampshire District Court	10/01/1981	03/06/1982
White, Charles (jft)	22001cr00075	USA vs CHARLES WHITE	Nevada District Court	02/28/2001	11/16/2001

4) Download the Results

You may print the results on your browser screen at any time, or alternatively, click on the “Download” link at the top of your results to get the results into a text file that you may then save on your computer.

To conduct a search on another employee, click the “New Search” link at the top of the screen.

To securely log off the PACER Case Locator, click on the “Logout” link in the dropdown menu that appears when you click on your account name on the top right side of the screen.