

Click2Gov Instructions Case Search for Code Enforcement

- 1- To begin, select "Case Search" from the left side of the screen.
- 2- You will need the "Case Number" and the "PIN" for the case you want to search for. To obtain the PIN number you must call City Hall at 540-667-1815 and ask for the code enforcement section.
- 3- Enter the Case Number and the Pin Number and hit the "Search" button.

The screenshot shows the 'Case Search' page. At the top, the Winchester Virginia logo is on the left, and the tagline 'Rooted in history Reaching for the future' is on the right. Below the logo is a navigation bar with 'Home', 'Case Search', and 'Information'. The main content area has a heading 'Case Search' and a search form. The form includes a dropdown menu for 'Search By' set to 'Case Number and PIN', two input fields for '* Case Number:' and '* PIN:', and a 'Search' button. A hint at the bottom of the form reads: 'Hint: When searching by owner, enter the last name first to achieve best results (e.g. Doe, John)'. The footer contains copyright information for Sungard HTE and the Winchester Virginia logo.

- 4- Brings you to the Case Information Screen where you see the case information.

The screenshot shows the 'Case Information' page. The layout is similar to the Case Search page, but the main content area displays detailed case information. The information includes: Case Number: 14-00006102, Address: 15 N CAMERON ST, General Case Information, Parcel ID: 193-01-N-5 -> -01, Location ID: 000009282, Tenant Name, Case Status: Active (AC), Case Type: Nuisance Codes, Case Disposition: Public, Case Origination: ROUTINE INSPECTION, Date Reported: 11/20/2014, Last Inspection No.: 000, Inspector Name: Sherry Simpson, Inspector ID: IPSAS, and Meeting Case No.:. Below this information is a table with columns for Name, Address, and Type. The table contains one entry: CITY OF WINCHESTER, 15 N CAMERON ST, RISK MANAGER STE 106, WINCHESTER, VA 22601, and PROPERTY OWNER. The footer contains copyright information for Sungard HTE and the Winchester Virginia logo.

Name	Address	Type
CITY OF WINCHESTER	15 N CAMERON ST, RISK MANAGER STE 106, WINCHESTER, VA 22601	PROPERTY OWNER

- 5- The “Action” button brings up the actions that have been taken on that case.

Winchester Virginia
Rooted in history | Reaching for the future
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Violations
Legal Description

Actions

Case Number: 14-00006102
Address: 15 N CAMERON ST

Click on the action type to view detailed information about the action.

Action Type	Scheduled Date	Status
INSPECTION - INITIAL	11/20/2014	Completed

Showing 1 to 1 of 1 entries

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Winchester Virginia

- 6- The “Fees” button allows you to see what fees are out there that need to be paid. You can select the box by the fee that you want to pay online and select the “Pay Selected Fees Now” button.

Winchester Virginia
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Fees

Case Number: 14-00006102
Address: 15 N CAMERON ST

Please select the fees you wish to pay (not all fees are eligible for online payment).

Fee Description	Charged	Paid	Due	Pay?
Grass Maintenance Charge	\$3.00	\$3.00	\$0.00	-

Showing 1 to 1 of 1 entries

[Pay Selected Fees Now](#)

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Winchester Virginia

- 7- The “Comment” button lets you view the comments that are made on the case.

Winchester Virginia
Rooted in history | Reaching for the future

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Comments

Case Number : 14-00006102
Address : 15 N CAMERON ST

Below is a display of all the narrative which has been entered for this case.

Legal Description
FREDERICK/WINCH MSD TR-G
W S 15 NORTH CAMERON STREET
ROUSS CITY HALL

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- 8- The “Violations” button will let you see that violations that were issued on this case.

Winchester Virginia
Rooted in history | Reaching for the future

Case Search
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Liens
Legal Description
Log Out
Email Us

Violations

Case Number : 12-00005189 | Address : 15 N CAMERON ST

Click on the violation type to view the violation text.

Violation Type	Location	Established	Resolved	Status
Prohibited;Ext trash, rubbish		08/20/2014	Unresolved	ACTIVE

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- 9- By clicking on the “Violation Type” highlighted in blue, you can see the violation text.

The screenshot shows the Winchester Virginia website interface. At the top, the logo "Winchester Virginia" is on the left, and the tagline "Rooted in history Reaching for the future" is on the right. A navigation menu on the left includes: Case Search, Information, Actions, Fees, Comments, Violations, Liens, Legal Description, Log Out, and Email Us. The main content area is titled "Violation Text" and displays "Case Number : 12-00005189 | Address : 15 N CAMERON ST". Below this, it states "Listed below is the violation text for the selected violation." and shows a table with two rows of violation text and dates.

Violation Text	
There is trash on the side of the building that needs to be	08/20/2014
removed.	08/20/2014

Below the table is a link: [« Return to the Violation List](#)

At the bottom, the footer contains: © Sungard HTE 1999 - 2007. All Rights Reserved. Sungard HTE Inc., 1000 Business Center Drive, Lake Mary, FL 32746

- 10- The “Legal Description” button lets you see the Legal Description for the case.

The screenshot shows the Winchester Virginia website interface. At the top, the logo "Winchester Virginia" is on the left, and the tagline "Rooted in history Reaching for the future" is on the right. A navigation menu on the left includes: Home, Case Search, Information, Actions, Fees, Comments, Violations, and Legal Description. The main content area is titled "Legal Description" and displays "Case Number : 14-00006102" and "Address : 15 N CAMERON ST". Below this, it states "This is the legal property description for the case:" and shows a table with three rows of legal description text.

Legal Description Text
FREDERICKWINCH MSD TR-G
W S 15 NORTH CAMERON STREET
ROUSS CITY HALL

At the bottom, the footer contains: © Sungard HTE 1999 - 2007. All Rights Reserved. Sungard HTE Inc., 1000 Business Center Drive, Lake Mary, FL 32746 and the Winchester Virginia logo.

- 11- If you want to search another property click on Case Search on left side panel.

- 12- If you want to contact us, click on the “Contact Us” link at top right of page.