**How To Training**

**for**

**Searching**

The Search option will allow the users to retrieve information depending upon entered search criteria (“indexed” information); or search by text contained in a document (“Google” search capabilities). Search results will only show information that the user is allowed to see. Public User will only see public documents; External Registered Users will only be able to see public documents unless provided access to confidential documents through issuance of a protective order.

### Searching for Case or Document

**Objective:**

* Searching for a Case
* Searching for a Document

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| --- | --- |
| **Step** | Action |
|  | From the *Home* Page * Click on Case File from the Access Menu
* From the Submenu, click on View/Search to search for a Case or Document

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|  | * Select the Radio Button before Cases or Document depending on which you are searching for
* Enter known search criteria
* Click on Search Button
 |
|  | Search Result grid will be displayed * Search criteria will be displayed above the grid
* Result grid for Case Search Result will display
	+ Case No. (with hyperlink to view Case File)
	+ Case Type
	+ Case Subtype
	+ Status
	+ Start Date
	+ Case Title

* Click on Case Number hyperlink to view Case File
* Click on Print Search Results Button
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|  | Search Result grid will be displayed * Search criteria will be displayed above the grid
* Tabs will be displayed above the grid for: Filed Documents, Internal Materials and Public Documents with prescribed security measures in place
	+ Case No. (with hyperlink to view Case File)
	+ Filing No. (with hyperlink to view filing information)
	+ Document Type
	+ Document Title (with hyperlink to view filed document)
	+ Filing Party
	+ File Name
	+ File Size
	+ Software Type Icon
* Result grid for Document Search Result will display

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