**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 |
|  | * 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 |
|  | 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 |