To search by **Case Number** or **Party Name:**

1. Click on "**Query"** In the Menu Bar

2. If you have the case number
    a. Enter the case number in the Case Number Text box (See sample below).
    b. Press the "Enter" key or click on the "Run Query" button.

Case Number Formats :
04cv123
04-123
04cr123

cv = Civil Case

cr = Criminal Case

04 = Year case was filed

123 = Case number sequence

Alias	**Displays any aliases for case parties.**
Associated Cases	**Displays any associated cases.**
Attorney	**Displays information on attorneys associated with the case.**
Case File Location	**Not Used.**
Case Summary	**Displays case summary information such as jury demand, nature of suit, parties, etc.**
Deadlines/Hearings	**Allows users to sort by and display information on deadlines and hearings in the case.**
Docket Report	**Displays the docket sheet for the case.**
Filers	**Displays parties that have filed pleadings in the case.**
History/Documents	**Displays the history of events for the case as well as documents filed in the case.**
Party	**Displays the parties in the case.**
Related Transactions	**Displays case transactions and any related documents to the transaction.**
Status	**Not Used.**

To search by **Party Name:**

Enter the last name/first name/middle name of the person you want to search.

NOTE: Business names are **always** in the **Last Name** field.

The more info you enter, the more narrow the search and return of specific parties.

You can also use an asterisk (*) as a wild card to indicate any letter can be in that spot. For example Des*t indicates the 4th letter can be any character followed by a t.

1. Enter the person's last name, first name, or middle name. The **more information you enter, the more accurate the search will be**. You can also use an asterisk (*) as a wild card to denote that any letter will be allowed for the search.

   Note: The search information is NOT case sensitive. For example, Smith or smith will return the same results.

2. Press the ⌈Run Query⌉ button. A list of all of the parties/attorneys matching the search criteria will be displayed for you to select from.

A list of all the parties and attorneys matching the search for **"Des"**

"pty" indicates a party.
"aty" indicates an attorney.

Click on the link DeSalvo, Linda and all of the case(s) that Linda DeSalvo is a party to will be displayed and you can click on the case you want to view. If the party is involved in only one case, the query will be displayed without you having to click on a case.

To search for cases **filed within a date range** and **nature of suit:**

Query

Search Clues

Case Number	(Examples: 99-500, 1:99cv500)

or search by

Filed Date	10/1/04 to 10/31/04
Last Entry Date	to
Nature of Suit	440 (Civil Rights: Other) 441 (Civil Rights: Voting) 442 (Civil Rights: Jobs) 443 (Civil Rights: Accomodations)

or search by

Last Name	Des (Examples: Desoto, Des*t)
First Name	
Type	

[Run Query] [Clear]

Enter the **Filing** date range to search:

Scroll to the **Nature of Suit** you are looking for. In our example, we click on **442 (Civil Rights: Jobs)**

Click on the [Run Query] button.

Select A Case

Case		
1:04-cv-02040-REB-MJW	Bravo v. Dominion Corr Serv, et al	filed 10/01/04 442(Civil Rights:..
1:04-cv-02046-LTB	Widener-Goins v. Sun Enterprises Inc	filed 10/01/04 442(Civil Rights:..
1:04-cv-02053-EWN-MJW	Murphy v. Texas Industries Inc	filed 10/04/04 442(Civil Rights:..
1:04-cv-02065-RPM	Guarino v. Scientific Microscps	filed 10/06/04 442(Civil Rights:..
1:04-cv-02080-LTB	Lacy v. Regis University	filed 10/07/04 442(Civil Rights:..

A list of cases that match the **Filed** date range and the **Nature of Suit** you selected will be displayed.

Click on the case link you are interested in and case information will be displayed.

Getting printed copies of information:

If you want printed copies of any information, the Judicial Conference has set a $.10/page (ten cents per printed page) fee for any printed information.

To get a printed copy of information, such as a docket sheet:

Click in the "Print" Icon on the Tool Bar. The information will be printed to the Court's printer behind the counter.

Please notify the clerk that you have submitted information to be printed. The clerk will provide you with the cost.