

Release 3.1 – Case Number Search

Case Number Search Overview

The case number search process has been modified to reduce the number of screens used to enter and select case numbers. In previous versions of CM/ECF, when you entered a case number, such as 06-0001, you could get several subsequent screens to select the full case number (for example 3:06-cv-00001). Now when you enter a case number, all possible case number matches will be displayed on the same screen as the initial search box. As well, when you are running a report or query, you can select the proper case number and then select other criteria on the same screen.

Steps for Searching for a Case Number

Take the following steps to search for a case number:

Step	Action
1	Begin typing in the case number (for example 06-0001) in the case number search box.
2	Click the <i>Find This Case</i> button.
3	Select the appropriate case by clicking in the white check box next to the case number.

Screen Shot of Entering a Case Number in the Case Number Search Box

Docket Sheet

Case number

Filed to

Entered to

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by Make these options my default.

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Release 3.1 – Case Number Search, Continued

Screen Shot of a Case Number Search on a Docket Sheet Report

Once you select a case number by clicking in the associated white check box, the full case number will appear in the Case Number Search Box, and the *Hide Case List* button will appear next to the Case Number Search Box. If you need to deselect a case that you have selected, simply click the box for that case to remove the check and then click the white check box for the case that you want to select.

Docket Sheet

Case number: 3:06-cv-1

Select a case:

- 1:06-cv-00001-CMH Smith Development, Inc. v. Ed Peete Company et al
- 1:06-po-00001 USA v. Tunney
- 2:06-cr-00001 USA v. Hey
- 2:06-cv-00001-TEM Archibald v. Tidewater
- 3:06-cr-00001-HEH USA v. Walker
- 3:06-cv-00001-REP Walker v. Commonwealth of Virginia Department of Corrections

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Sort by: Oldest date first

Make these options my default.

Case Number Search Resulting in a Multi-Defendant Criminal Case

Case number searches that result in finding a multi-defendant criminal case give you the option to select one or more defendants. The main case number appears, as well as each individual defendant case number. You can click on the minus sign next to the main case number to collapse the list so that only the main case number appears. Once you click on the minus sign, a plus sign appears. You can click on the plus sign so that all the individual defendant cases appear.

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**Screen Shots of
a Case Number
Search
Resulting in a
Multi-
Defendant
Criminal Case**

Screen shot of a search resulting in a multi-defendant criminal case:

Docket Sheet

Case number

Select a case:

- 3:07-cr-03312 USA v. Badenough et al
- 3:07-cr-03312-1 Boris Badenough
- 3:07-cr-03312-2 Natasha Fatale

Screen shot of a case number search that resulted in a multi-defendant criminal case, after the minus sign next to the main case number has been clicked:

Docket Sheet

Case number

Select a case:

- 3:07-cr-03312 USA v. Badenough et al

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Selecting One Case Number in a Multi-Defendant Criminal Case

Select the appropriate case number by clicking in the white check box next to the case number. You can select one or more defendants or click in the box next to the main case number to select all the defendants.

When you select one defendant in a multi-defendant criminal case, the defendant number will appear at the end of the case number. See screen shot below:

Docket Sheet

Case number: 3:07-cr-3312-2

Select a case:

- 3:07-cr-03312 USA v. Badenough et al
- 3:07-cr-03312-1 Boris Badenough
- 3:07-cr-03312-2 Natasha Fatale

Filed to

Entered to

Documents to

Include:

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- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
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Format:

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Selecting Multiple Case Numbers in a Multi-Defendant Criminal Case

When you select more than one defendant in a multi-defendant criminal case, the defendant numbers will appear at the end of the case number separated by commas. See screen shot below:

Docket Sheet

Case number:

Select a case:

- 3:07-cr-03312 USA v. Badenough et al
- 3:07-cr-03312-1 Boris Badenough
- 3:07-cr-03312-2 Natasha Fatale

Filed to

Entered to

Documents to

Include:

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Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by:

Make these options my default.
