

Using the Search Feature

Introduction

The *Search* feature is a handy tool that allows you to search for a filing event without having to review all of the filing events in each filing category. If you use the *Search* feature to locate a filing event, you will also be able to start filing your document from the *Search Results Screen* without having to click on *Civil* or *Criminal* on the main blue menu bar.

Steps

Take the following steps to use the *Search* feature:

Step	Action
1	Click the word <i>Search</i> on the main blue menu bar. 
2	Type in part of the filing event for which you are searching and then click the <i>Search</i> button.  <p><i>Example:</i> If filing a <i>Position on Sentencing</i>, type the word <i>Position</i> in the white box which will start a search for all filing events that contain the word <i>position</i> in both the civil and criminal categories.</p> 
3	Select your filing event by clicking the correct search result which starts the filing process. There is no need to go the category to select the filing event as you are able to begin the filing process from this screen. If your search yields no results and you are unsure what filing event to use to file your document, please contact your local Clerk's Office for assistance. <p><i>Note:</i> See screen shot of search results.</p>

Continued on next page

Using the Search Feature, Continued

Search Results Screen

Screen shot of the search results screen:

Search results for 'position'

15 events found

Civil Events → Asbestos Documents

[Memorandum in Opposition](#)

Civil Events → Discovery Documents

[Notice to Take Deposition](#)

Civil Events → Motions

[Take Deposition](#)

Civil Events → Other Answers

[Affidavit in Opposition](#)

Civil Events → Responses, Replies and Memoranda

[Affidavit in Opposition to Motion](#)

[Memorandum in Opposition](#)

[Opposition](#)

[Response in Opposition to Motion](#)

Criminal Events → Discovery Documents

[Notice of Public Authority Opposition Witness](#)

Criminal Events → Motions

[Take Deposition](#)

Criminal Events → Other Documents

[Position on \(other\)](#)

[Position on Sentencing](#)

Criminal Events → Responses, Replies and Memoranda

[Affidavit in Opposition to Motion](#)

[Opposition](#)

[Response in Opposition](#)