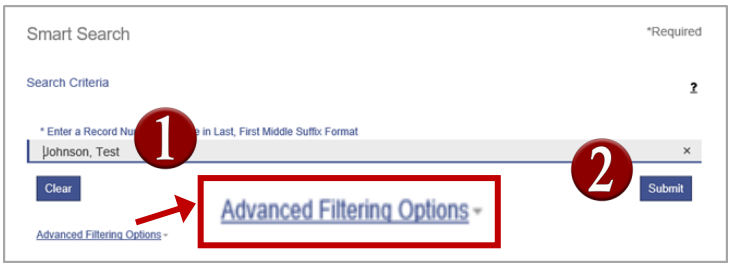
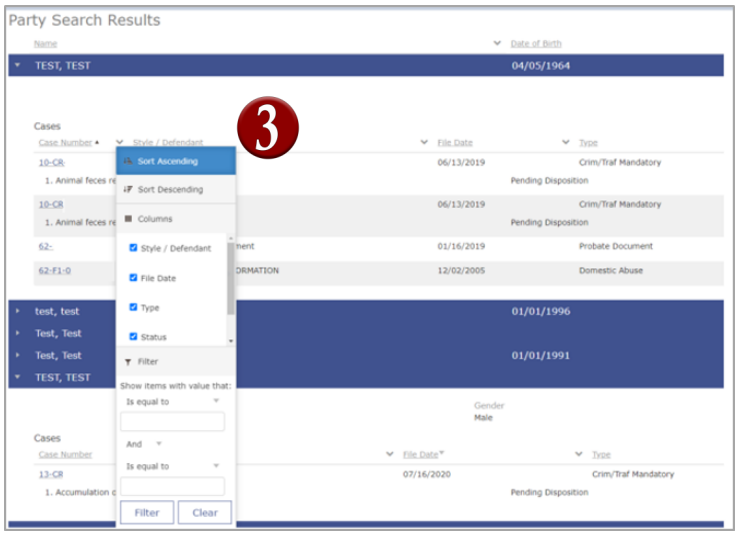
Filtering Search Results

Filter the Search Results

1. Enter the Name or Record (Case) Number. Remember to use the Advance Filtering Options to narrow the Search results down.
2. Press Enter on your keyboard or click **Submit**.
3. Click the carrot next to the column filter to see a dropdown menu of options:
   a. Select either Sort Ascending or Sort Descending to change the order in which the column is listed.
   b. Add or remove the columns that appear in the search results by checking or unchecking the box next to the Column's type in the dropdown box.

Creating a filter is not available at this time.