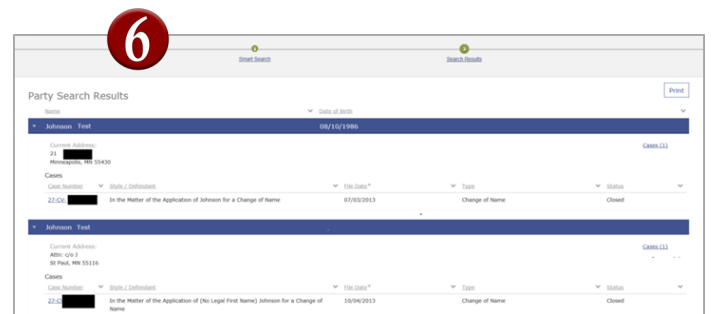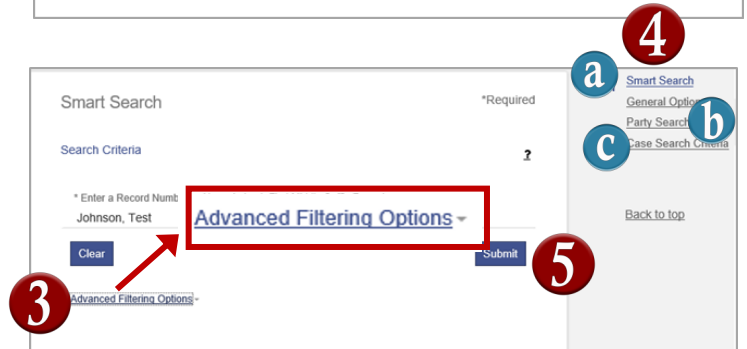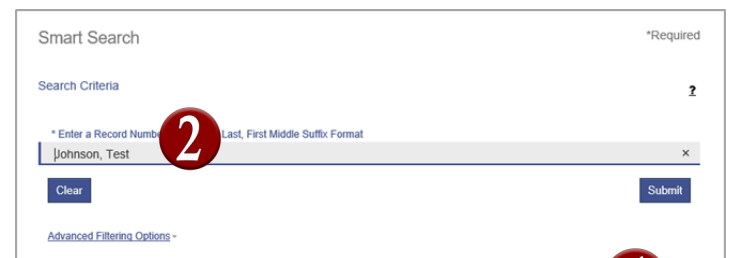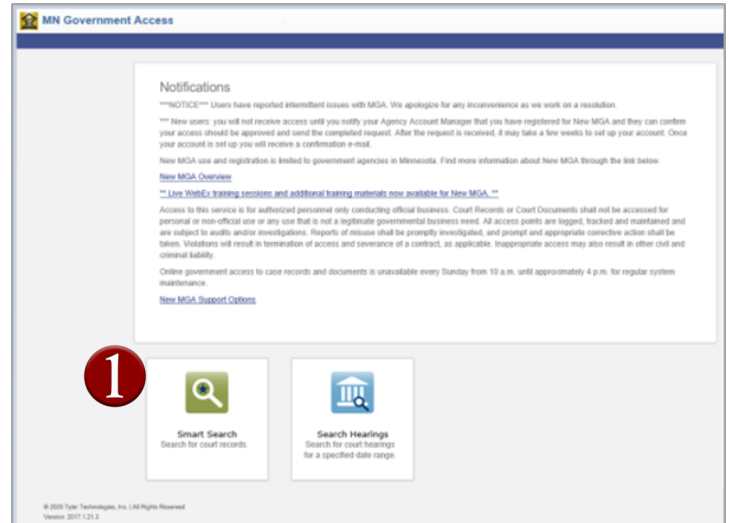# Searching for Case Information

Search by party name

1. Click **Smart Search**.

2. Enter the party's last name then first name separated by a comma.

3. Click **Advanced Filter Options**.

> ℹ️ When searching by party name, entering and using the advanced filtering options narrows down the search results in MGA (e.g. Date of Birth or Location).

4. Click one of the advanced filtering options to filter and narrow search results, if applicable.

   a. General Options – Select a specific county or a different type of smart search (e.g. Case Cross Reference number, Attorney Name, etc.).

   b. Party Search Criteria – Enter the date of birth or gender.

   c. Case Search Criteria – Select the case type from the dropdown, enter a file date start and end, or select the Judicial Officer.

5. Click **Submit**.

6. Click the case number to open the register of actions.

MINNESOTA JUDICIAL BRANCH

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Searching for Case Information

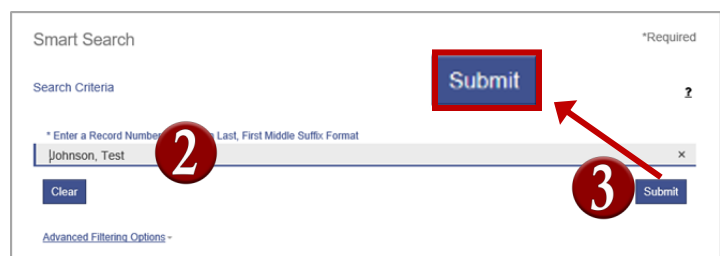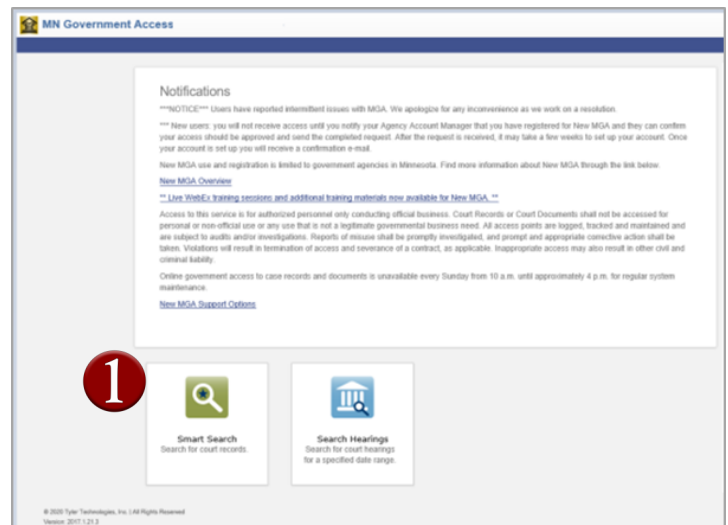7. Click in each section to view:

    a. Case Summary

    b. Case Information

    c. Assignment Information

    d. Party Information

    e. Case Events

    f. Dispositions

    g. Hearings

    h. Conditions

    i. Financial Information
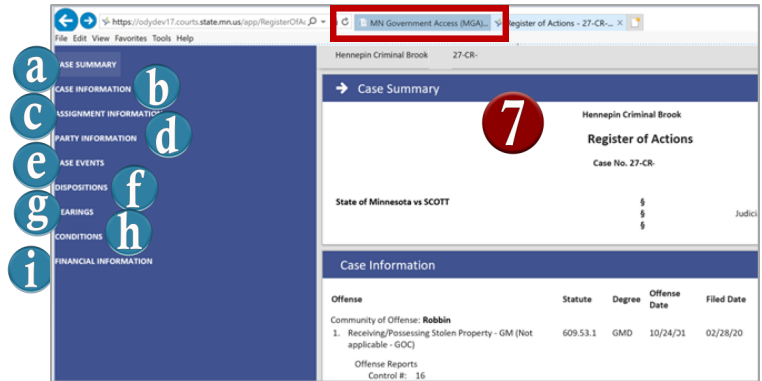
> **i** To go back to the Home Page, click on the **MN Government Access (MGA)** tab at the top.

Search by case number

1. Click **Smart Search**.

2. Enter the case number with or without the hy-phens.

3. Click **Submit**.

MINNESOTA JUDICIAL BRANCH

Searching for Case Information

4. Click the case number to open and view the Register of Actions.

5. Click in each section to view:

   a. Case Summary

   b. Case Information

   c. Assignment Information

   d. Party Information

   e. Case Events

   f. Dispositions

   g. Hearings

   h. Conditions

   i. Financial Information

   ℹ️ To go back to the Home Page, click on the **MN Government Access (MGA)** tab at the top.