## **Filtering Search Results**



## **Filter the Search Results**

- 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.

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Creating a filter is not available at this time.

	Smart Sea	rch			*Required
	Search Criteria				2
	* Enter a Reco µohnson, Te Clear	rd Nuter in L	ast, First Middle Suffix Format	na Ontions -	
Advanced Filtering Options -					
Party Search Results					
Name				~	Date of Birth
*	TEST, TEST				04/05/1964
	Cases Case Number 4	<ul> <li>Style / Defendant</li> </ul>	6	✓ Eile.Date	♥ Type
	10-CR: 1. Animal feces re	Ik Sort Ascending	-	06/13/2019	Crim/Traf Mandatory Pending Disposition
	10-CR 1. Animal feces re	<ul> <li>IF Sort Descending</li> <li>■ Columns</li> </ul>		06/13/2019	Crim/Traf Mandatory Pending Disposition
	62-	🗹 Style / Defendant	nent	01/16/2019	Probate Document
	62-F1-0	File Date	DRMATION	12/02/2005	Domestic Abuse
•	test, test	🖬 Туре			01/01/1996
•	Test, Test	Status			
۰.	Test, Test	▼ Filter			01/01/1991
×	TEST, TEST	Show items with value that	c:		
	C	Is equal to v		Gender Male	
	Cases Case Number	And v		✓ File Date <sup>™</sup>	✓ Type
	13-CR	Is equal to v		07/16/2020	Crim/Traf Mandatory
	a. Accomusion c	Filter Clear			renormy waponion