### **Quick Reference Guide**

## **Using Advanced Filtering Options**



#### Use the advance filtering options

- 1. Click **Smart Search** then enter the party name.
- 2. Click Advanced Filtering Options.
- Select an option from the list in the upper right to go directly to that advanced filtering (search) option or scroll down to the advanced filtering option.
  - a. General Options Select to filter by county location.
  - b. Party Search Criteria Click into filter by date of birth and enter the date of birth.
  - c. Case Search Criteria Select to filter by case type.
  - It is recommended to use the advanced filtering options when searching by name to narrow your search results.





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- 4. Click Submit at the top or the bottom of the screen.
- 5. Click the case number to open and view the register of actions.



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