

## Using the Advanced Search Options in New MGA

### When should I use the Advanced Search Options?

Use the Advanced Search Options when you have more information about the Party or Case you are searching for in New MGA. For example, searching with the Date of Birth or Attorney Name will help you narrow the search results and find your party or case more quickly.

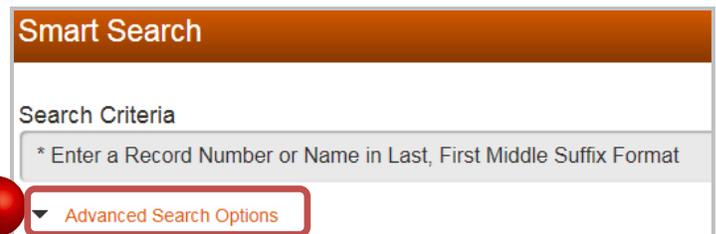
### How do I search using the Advanced Search Options?

1. Click on the **Advanced Search Options** hyperlink under the Smart Search field.
2. Select the **Court Location**.



You may select Statewide or a specific county in the Court Location field.

3. Select your desired search criteria in the **Search By** field. You can search by different search criteria which includes:
  - Attorney Name or Bar Number
  - Business Name
  - Case Cross Reference Number
  - Case Number
  - Citation Number
  - Judicial Officer
  - Nickname
  - Party Name
4. Click **Submit**.
5. The Search Results display.



Smart Search

Search Criteria

\* Enter a Record Number or Name in Last, First Middle Suffix Format

1 **Advanced Search Options**



2 **Court Location:**

Statewide

Search By:

Smart Search



3 **Search By:**

Smart Search



4 **Submit**



5

Smart Search Search Results

Name	Date of Birth
Test, 3734	
Test, Aaron Aaron	01/01/1965
Test, Alex	
Test, Ann Party	

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- Click the **arrow** next to the name to display the party address, if available.



If you choose to use a different searching option other than name or case number in the Smart Search drop-down, the Search Criteria fields at the top of the section will change and may ask you to enter different information.



Click on the Cases hyperlink across from the address to open the Case list for this party.

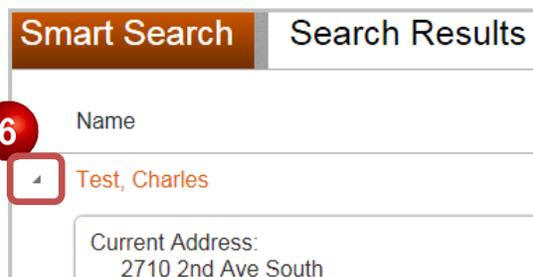
- Click on the **Case (s)** hyperlink.
- Click on the **Case Number** to view more details about the case (the Register of Actions).
- The Register of Actions displays.



Use the Search Results tab to go back to the results list or to start a new search click on the Smart Search tab.

### How do I search by Date of Birth in the Advanced Search field?

- Enter the **Party Name** in the Smart Search Criteria field.
- Click on **Advanced Search Options** under the Smart Search field.

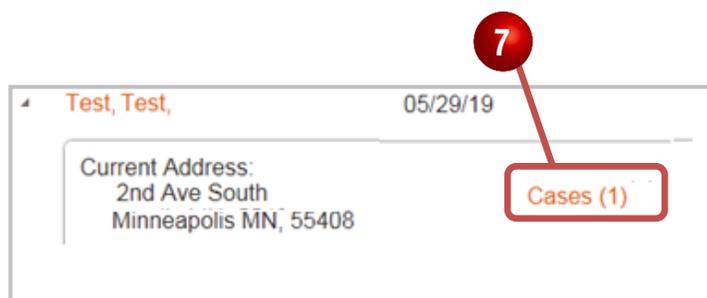


Smart Search Search Results

Name

Test, Charles

Current Address:  
2710 2nd Ave South



Test, Test, 05/29/19

Current Address:  
2nd Ave South  
Minneapolis MN, 55408

Cases (1)



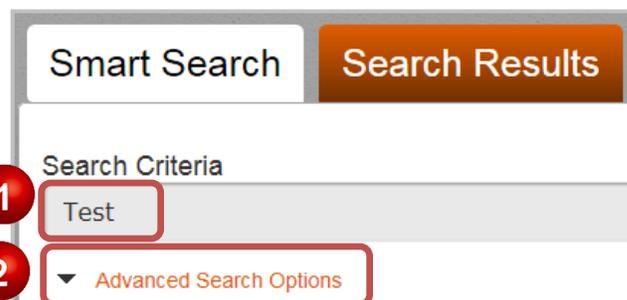
Case Number	Style / Defendant	File Date
VB-15-3438	Test, Test,	10/6/20



Smart Search Search Results Details

15-3438 - State of Minnesota vs Aaron Aaron Test

Case Information



Smart Search Search Results

Search Criteria

Test

Advanced Search Options

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3. Select the **Court Location**.

You may select Statewide or a specific county in the Court Location field.

4. Smart Search remains in the Search By field.

5. Click on the **Party Search Criteria** field to expand it.

6. For this example, check the **box** next to **Party Name**. You can also search by:

- Nickname
- Business Name
- Participants

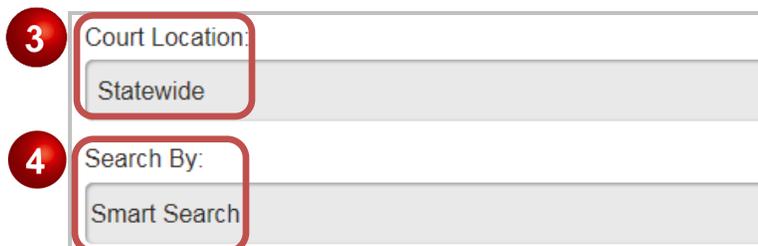
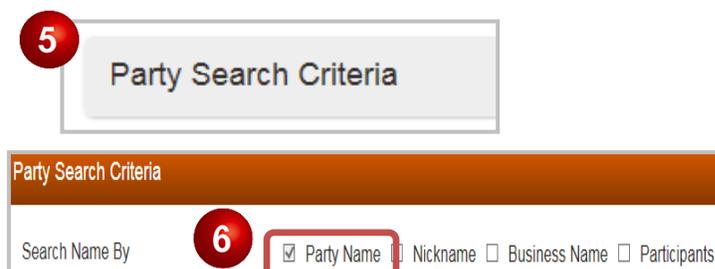


If you are searching for a child in a CHIPS Case, you may need to check the Participants box.

7. Enter or select a **date range** for the date of birth in the Party DOB field.

8. Click **Submit**.

9. The results display.



### How do I search by Case Types in the Advanced Search options?

1. Click on the **Search Case** Field to expand it.
2. Select the **Case Type** for your search from the drop-down menu.
3. In the Date Filed field, enter or select a **date range** (optional).
4. Click **Submit**.
5. The results display.