

Searching for Cases in C-Track

Perform a standard search

1. Confirm you are in the correct court.
2. Click **Case Management**.
3. Click **Search**.
4. Enter the search criteria. For best results, search by a case number.
5. Click **Search**. To find all available cases, click Search without entering any criteria.
6. Click anywhere on a row to open a case.



The screenshot shows the C-Track search interface with the following elements and callouts:

- 1**: User profile 'April, Turitto' and a dropdown menu set to 'Court of Appeals'.
- 2**: 'Case Management' menu with sub-options 'Create Case', 'Indexed Case Search', and 'Search'.
- 3**: 'Search' button in the 'Case Management' dropdown.
- 4**: Search form with 'SEARCH TYPE' set to 'Alt Case Number' and 'CASE INFORMATION' fields including Case Number (AYY-XXXX), Case Category, Case Type, Case Subtype, Submitted Date, Filed Date, Case Title, Case Status, Court (Court of Appeals), Department, Judge, and Exclude Closed checkbox.
- 5**: 'SEARCH RESULTS' table with columns: Court, Case Number, Case Title, Case Type, and a 'Search' button.
- 6**: A row in the search results table is highlighted, indicating a click to open a case.

Court	Case Number	Case Title	Case Type
Court of Appeals	05032019 Upload 103M		Abbreviated Adversarial - Other - Other
Court of Appeals	05032019 Upload 200M		Abbreviated Adversarial - Other - Other
Court of Appeals	A19-1025	Upload testing	Standard - Criminal - Certif Question (MN court)

Perform a quick search

1. Click the magnifying glass.
2. Select **Appellate**.
3. Add the case number.
4. Click **Search**.



The screenshot shows the C-Track quick search interface with the following elements and callouts:

- 1**: Magnifying glass icon in the top right corner.
- 2**: 'Case #' dropdown menu set to 'Appellate'.
- 3**: Case number input field containing 'AYY-XXXX'.
- 4**: 'Search' button.