

## Quick Reference Guide – Searching for Cases in Minnesota Court Records Online (MCRO)

### Search for a Case



Use the **Case Search** tab to search for Case Details (Register of Actions) that show case and party information, case events, dispositions, and financial information related to a case.

Once you've located a case or cases, use the breadcrumb navigation at the top of the results screen to return to the **Case Search Results** or **Return to Case Search**.



1. Click on the **Case Search** tab.
2. Select **Name**. Note that the Handout – Tips for Name Searches contains more information about searching by name.
3. Select whether you wish to search by **Person** or **Business** name.



### Search by Person name

4. Type in the **Last Name** and **First Name**. You may also enter a **Middle Name** (optional).



Use a wildcard (\*) after two characters (e.g. "Jo\*") or check the **Sounds Like** box if needed. Wildcards and **Sounds Like** cannot be used together.

Select Name Type

Enter exact name or use a wildcard (\*) trailing after two characters to return results. Selecting Sounds Like may return more results. Wildcards (\*) are not allowed with Sounds Like search.

Sounds Like

Last Name \* (Required)      First Name \* (Required)      Middle Name

For more information about searching by name in MCRO, review the [Tips for Name Searches in MCRO Handout](#).

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5. Complete the optional **Additional Search Options**, if known:
  - a. For **Date of Birth** and **Date Filed**, select **On** to enter an exact **Date of Birth**, or **Range** for a range of dates.
  - b. Select the **Case Status**.
  - c. Select the **Court Locations** to search (**Statewide** or **County**). If you select **County**, check the box(es) next to the applicable county(ies).

**Additional Search Options** ^

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Date of Birth

**On**

Range

Date Of Birth

📅

Date Filed

**On**

Range

Date Filed

📅

Case Category

Civil
  Criminal
  Family
  Probate or Mental Health

Case Status

All
▼

Court Locations

**Statewide**

County

Find

Clear

⬆️ Back to Top

**C** 
[Next Group ID](#)
[Prior Group ID](#)
[Skip to 'Y'](#)

<input type="checkbox"/> Carlton <input type="checkbox"/> Cass <input checked="" type="checkbox"/> Chisago <input type="checkbox"/> Clearwater <input type="checkbox"/> Cottonwood	<input type="checkbox"/> Carver <input checked="" type="checkbox"/> Chippewa <input type="checkbox"/> Clay <input type="checkbox"/> Cook <input type="checkbox"/> Crow Wing
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6. Click **Find**.



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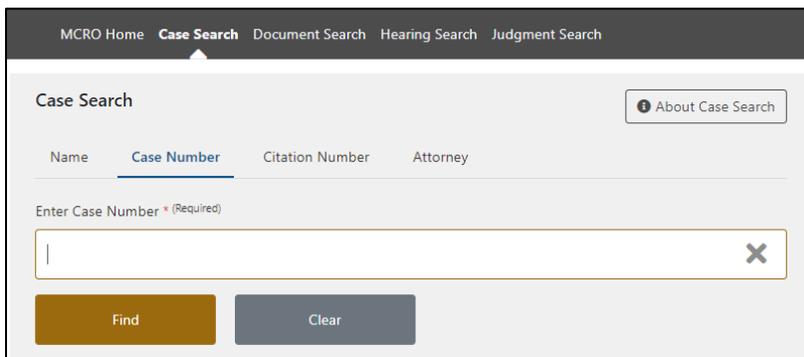
Search by Case Number or Citation Number

1. Select **Case Number** or **Citation Number**.
2. Type in the complete case or citation number in the **Enter Case Number** or **Enter Citation Number** field. Incomplete case or citation numbers will result in an error message.



Case or citation numbers may be entered with or without dashes or leading zeros. Do not use spaces.

3. Click **Find**.



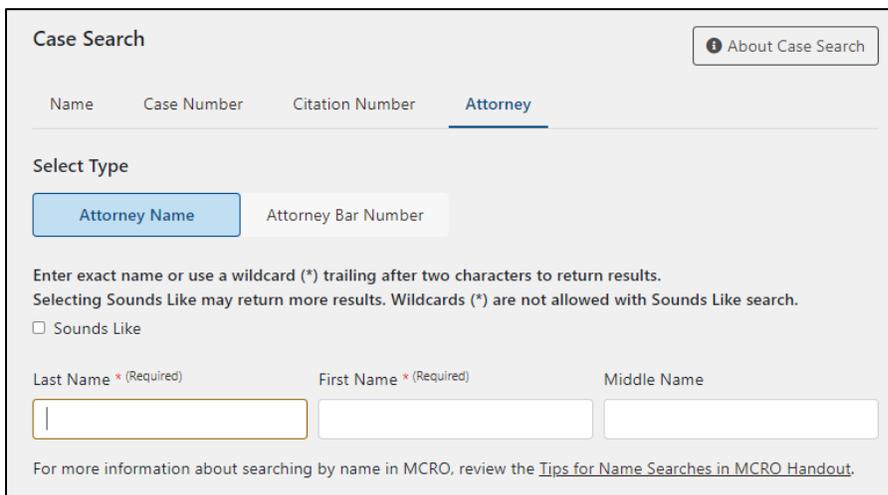
The screenshot shows the MCRO Case Search interface. At the top, there are navigation links: MCRO Home, Case Search (selected), Document Search, Hearing Search, and Judgment Search. Below this is a 'Case Search' section with a sub-header and an 'About Case Search' link. There are four tabs: Name, Case Number (selected), Citation Number, and Attorney. A text input field is labeled 'Enter Case Number \* (Required)'. Below the input field are two buttons: 'Find' and 'Clear'.

Search by Attorney Name

1. Select **Attorney**.
2. Select **Attorney Name**.
3. Complete the **Last Name** and **First Name** fields. You may also enter a **Middle Name**.



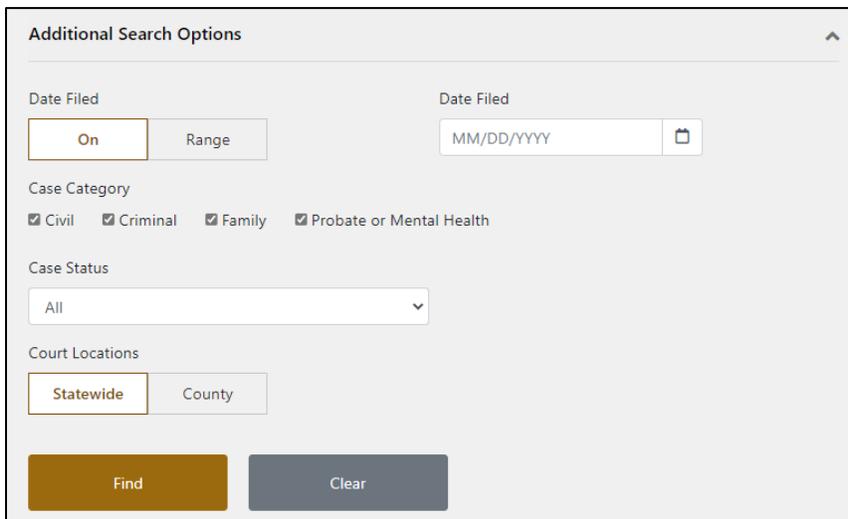
Use a wildcard (\*) after two characters (e.g. "Jo\*") or check the **Sounds Like** box if needed. Wildcards and **Sounds Like** cannot be used together.



The screenshot shows the MCRO Case Search interface with the 'Attorney' tab selected. It includes the same navigation and 'About Case Search' link. The tabs are Name, Case Number, Citation Number, and Attorney (selected). Under 'Select Type', there are two buttons: 'Attorney Name' (selected) and 'Attorney Bar Number'. Below this, there is a note: 'Enter exact name or use a wildcard (\*) trailing after two characters to return results. Selecting Sounds Like may return more results. Wildcards (\*) are not allowed with Sounds Like search.' There is an unchecked checkbox for 'Sounds Like'. Below are three text input fields: 'Last Name \* (Required)', 'First Name \* (Required)', and 'Middle Name'. At the bottom, there is a link: 'For more information about searching by name in MCRO, review the [Tips for Name Searches in MCRO Handout](#).'

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4. Complete any of the **Additional Search Options**, if known:
  - a. Select **On** to enter an exact **Date Filed**, or **Range** for a range of dates.
  - b. Select the **Case Category** (all categories are selected by default).
  - c. Select the **Case Status**.
  - d. Select the **Court Locations** to search (**Statewide** or **County**). If you select **County**, check the box(es) next to the applicable county(ies).
5. Click **Find**.



**Additional Search Options**

Date Filed:   Date Filed:

Case Category:  Civil  Criminal  Family  Probate or Mental Health

Case Status:

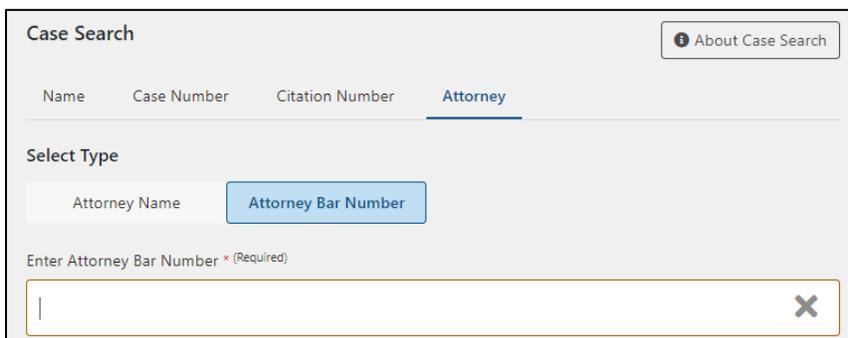
Court Locations:

### Search by Attorney Bar Number

1. Select **Attorney**.
2. Select **Attorney Bar Number**.
3. Type in the complete attorney bar number in the **Enter Attorney Bar Number** field. Incomplete attorney bar numbers will result in an error message.



Attorney bar numbers may be entered with or without dashes or leading zeros.



**Case Search**

Name Case Number Citation Number Attorney

Select Type:

Enter Attorney Bar Number \* (Required)



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4. Complete any of the **Additional Search Options**, if known:
  - a. Select **On** to enter an exact **Date Filed**, or **Range** for a range of dates.
  - b. Select the **Case Category** (all categories are selected by default).
  - c. Select the **Case Status**.
  - d. Select the **Court Locations** to search (**Statewide** or **County**). If you select **County**, check the box(es) next to the applicable county(ies).
5. Click **Find**.

The screenshot shows the 'Additional Search Options' panel in the MCRO system. It includes the following elements:

- Date Filed:** Two options are shown: 'On' (selected) and 'Range'. To the right is a date input field with the placeholder 'MM/DD/YYYY' and a calendar icon.
- Case Category:** Four checkboxes are present, all of which are checked: 'Civil', 'Criminal', 'Family', and 'Probate or Mental Health'.
- Case Status:** A dropdown menu is set to 'All'.
- Court Locations:** Two options are shown: 'Statewide' (selected) and 'County'.
- Buttons:** A brown 'Find' button and a grey 'Clear' button are located at the bottom of the panel.