



Quick Reference Guide – Searching for Hearings in MCRO



Use the Hearing Search tab to search for information regarding hearings scheduled in a court case.

1. Click on the **Hearing Search** tab.
2. Select whether you wish to search by **Name, Case Number, Judicial Officer** or **Attorney**.

Search by Person

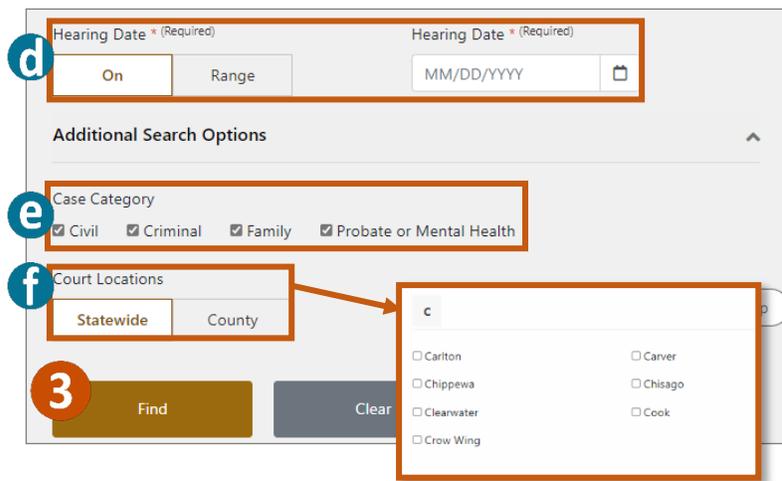
- a. Select **Name**.
- b. Select **Person** or **Business** under **Select Name Type**.
- c. Type in the person’s **Last Name** and **First Name**. You may also enter a **Middle Name** (optional).
If searching by business name, enter **Business Name**. For more tips, see the Handout – Tips for Name Searches.



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.

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- d. Select **On** to enter an exact **Hearing Date**, or **Range** for a range of dates.
 - e. Select the **Case Category** under **Additional Search Options**, if known (all categories are selected by default).
 - f. Select the **Court Locations** to search (**Statewide** or **County**), if known. If you select **County**, check the box(es) next to the applicable county(ies).
3. Click **Find**.

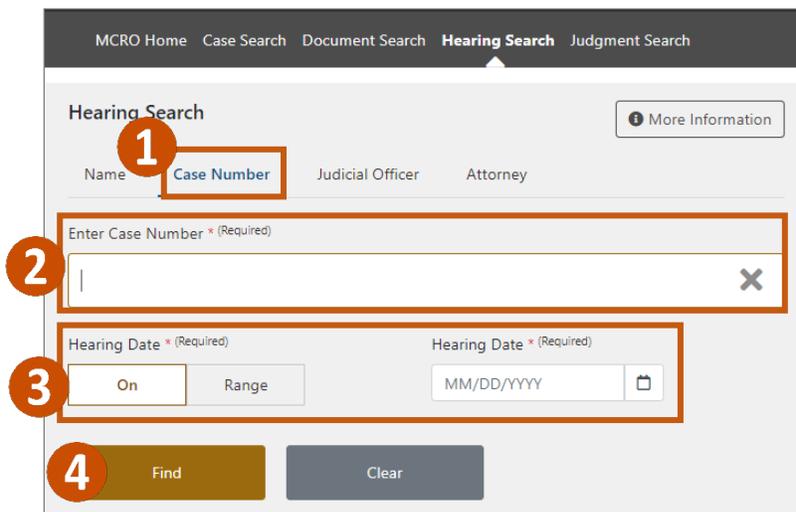


The screenshot shows the search interface with the following elements highlighted:

- d**: The **Hearing Date** section, showing the **On** radio button selected and the date input field set to **MM/DD/YYYY**.
- e**: The **Case Category** section under **Additional Search Options**, with checkboxes for **Civil**, **Criminal**, **Family**, and **Probate or Mental Health** all checked.
- f**: The **Court Locations** section, with the **County** radio button selected. A dropdown menu is open, showing a search for 'c' and listing counties: **Carlton**, **Carver**, **Chippewa**, **Chisago**, **Cleanwater**, and **Cook**, each with an unchecked checkbox.
- 3**: The **Find** button.

Search by Case Number

1. Select **Case Number**.
2. Type in the case number in the **Enter Case Number** field.
3. Select **On** to enter an exact **Hearing Date**, or **Range** for a range of dates.
4. Click **Find**.



The screenshot shows the **Hearing Search** interface with the following elements highlighted:

- 1**: The **Case Number** radio button selected in the search criteria section.
- 2**: The **Enter Case Number** text input field, which is currently empty.
- 3**: The **Hearing Date** section, showing the **On** radio button selected and the date input field set to **MM/DD/YYYY**.
- 4**: The **Find** button.

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Search by Judicial Officer

1. Select **Judicial Officer**.
2. Type in the Judicial Officer Name or click the drop-down menu for a list.



Some judicial officers may have more than one entry for their name, so you may need to search by both versions of the name to find your hearing.

3. Select On to enter an exact Hearing Date, or Range for a range of dates.
4. Select the Case Category under Additional Search Options, if known (all categories are selected by default).
5. Select the Court Locations to search (Statewide or County), if known. If you select County, check the box(es) next to the applicable county(ies).
6. Click Find.

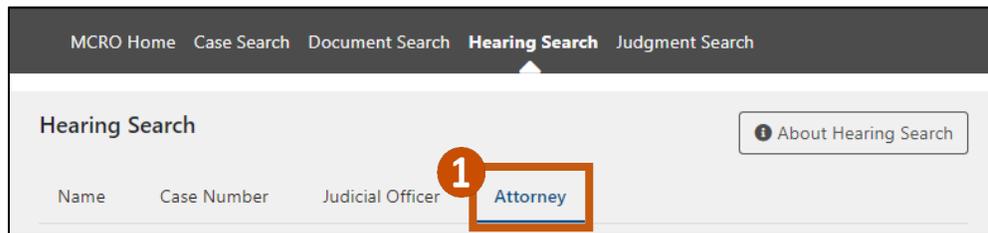
The screenshot shows the 'Hearing Search' interface with the following elements highlighted by numbered callouts:

- 1:** The 'Judicial Officer' tab is selected in the search filters.
- 2:** The 'Judicial Officer Name * (Required)' search box, which contains the placeholder text 'Enter name to filter' and a drop-down arrow.
- 3:** The 'Hearing Date * (Required)' section, showing the 'On' radio button selected and a date input field with the format 'MM/DD/YYYY'.
- 4:** The 'Additional Search Options' section, where all case categories are checked: Civil, Criminal, Family, and Probate or Mental Health.
- 5:** The 'Court Locations' section, where the 'County' radio button is selected. A callout box shows a list of counties starting with 'C': Carlton, Carver, Chippewa, Chisago, Clearwater, and Cook, each with an unchecked checkbox.
- 6:** The 'Find' button at the bottom left of the search form.

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Search by Attorney

1. Select **Attorney**.



MCRO Home Case Search Document Search **Hearing Search** Judgment Search

Hearing Search About Hearing Search

Name Case Number Judicial Officer **Attorney**

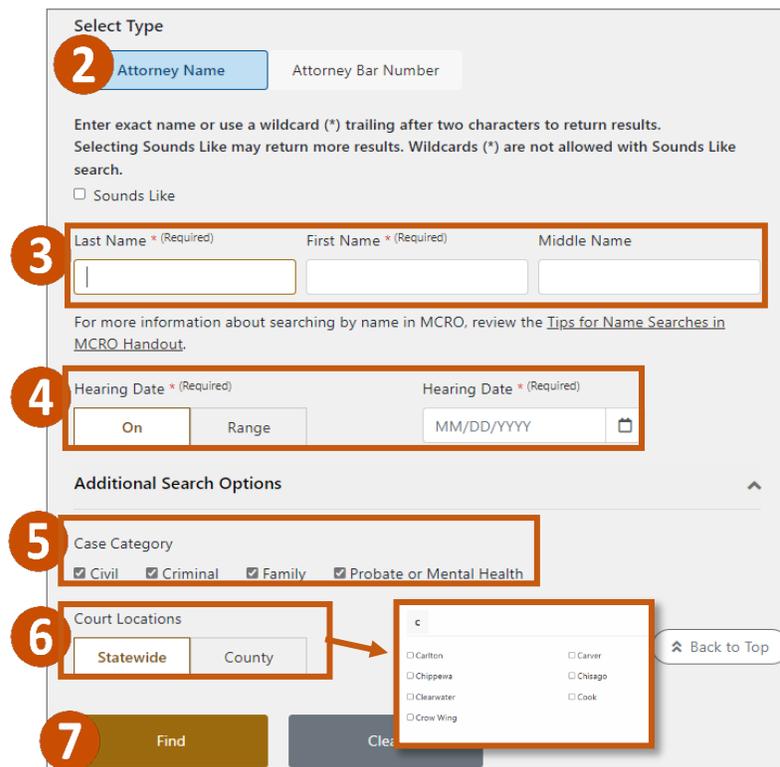
Search by Attorney Name

2. Select **Attorney Name**.
3. Type in the attorney's **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.

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



Select Type

2 Attorney Name Attorney Bar Number

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

3 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](#).

4 Hearing Date * (Required) Hearing Date * (Required)

Additional Search Options

5 Case Category

Civil Criminal Family Probate or Mental Health

6 Court Locations

Carlton Carver

Chippewa Chicago

Clearwater Cook

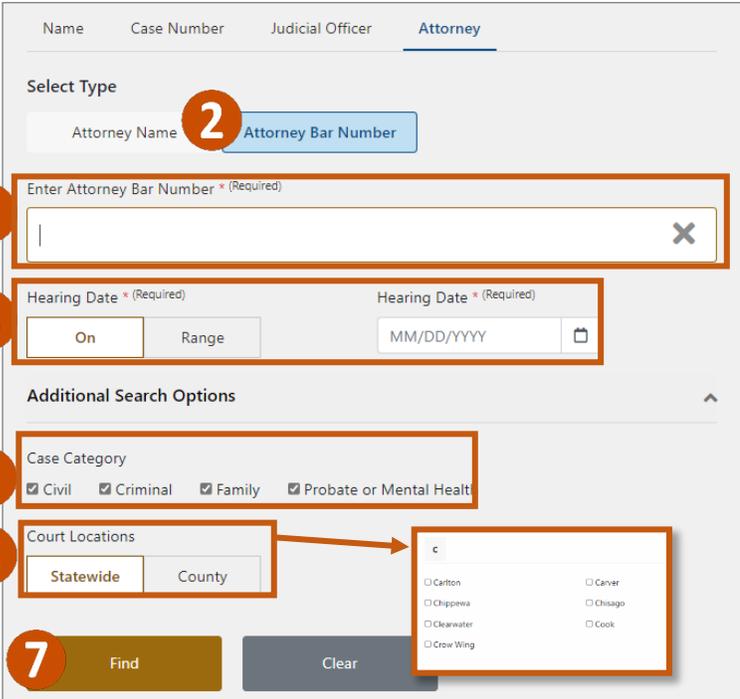
Crow Wing

7 Find

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Search by Attorney Bar Number

2. Select **Attorney Bar Number**.
3. Type the bar number in the **Enter Attorney Bar Number** field.
4. Select **On** to enter an exact **Hearing Date**, or **Range** for a range of dates.
5. Select the **Case Category** under **Additional Search Options**, if known (all categories are selected by default).
6. Select the **Court Locations** to search (**Statewide** or **County**), if known. If you select **County**, check the box(es) next to the applicable county(ies).
7. Click **Find**.



The screenshot shows the search interface for the Minnesota State Court Administrator's Office. It features a navigation bar with tabs for Name, Case Number, Judicial Officer, and Attorney. Below the navigation bar, there are several search fields and options:

- 2:** A dropdown menu labeled "Select Type" with "Attorney Bar Number" selected.
- 3:** A text input field labeled "Enter Attorney Bar Number * (Required)".
- 4:** Two date selection fields labeled "Hearing Date * (Required)". The first has "On" and "Range" buttons. The second has a date input field "MM/DD/YYYY" and a calendar icon.
- 5:** A section titled "Additional Search Options" with a "Case Category" section containing four checked checkboxes: "Civil", "Criminal", "Family", and "Probate or Mental Health".
- 6:** A "Court Locations" section with "Statewide" and "County" buttons. An arrow points from the "County" button to a dropdown menu showing a list of counties: Carlton, Carver, Chippewa, Chicago, Clearwater, Cook, and Crow Wing.
- 7:** A "Find" button and a "Clear" button.