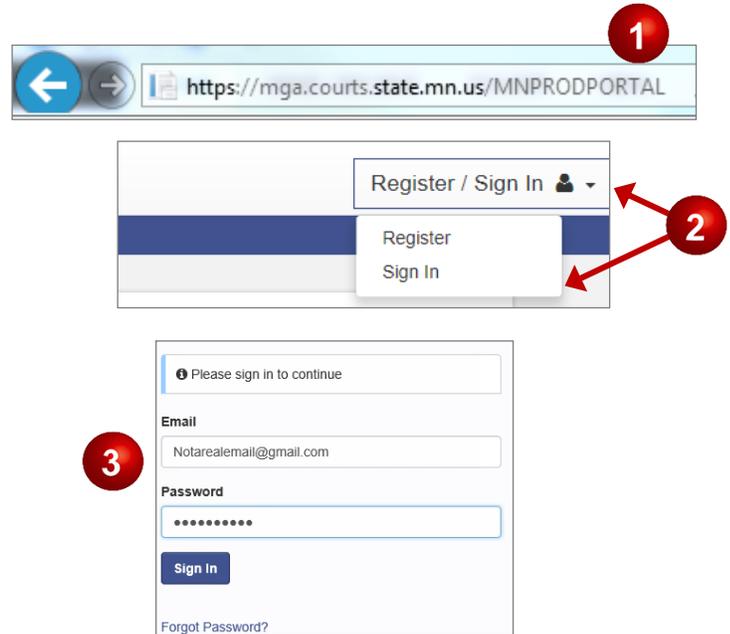


Searching for Party and Case Information Using Smart Search

Log into New MGA:

1. Go to <https://mga.courts.state.mn.us/MNPRODPORAL>
2. Click the **arrow** next to the person icon, select **Sign In**.
3. Enter your **User name** (email address) and **password**, and click **Sign In**.

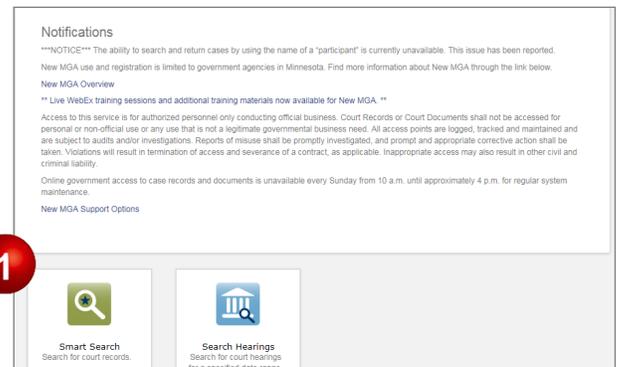


 The party name or case number can be used to search for case information in New MGA.

 When searching by party name, entering and using the Advance Search Options will narrow down the search results (e.g. Date of Birth or Location).

To search by the Party Name:

1. Click **Smart Search**.
2. Enter the **Party Name** in the Last, First Middle Suffix format.
3. Click **Submit**.
4. The results will display sorted by Party Name.
5. Click on the **carrot** to the left of the Name to view the address and number of Warrants, Cases and Protection Orders.
6. Click on the **name** to view case information, including the Register of Actions.

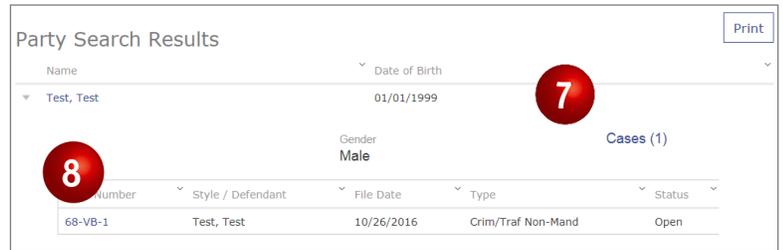




Name	Date of Birth	Gender	Cases (1)
Test, Test	01/01/1999	Male	

 To search using the wildcard feature, enter an asterisk after the first four or more letters of a name.

- Click the **Cases** hyperlink to view the list of cases.
- Click the **Case number** to view the Details (Register of Actions).



Party Search Results Print

Name	Date of Birth	Gender	Case Number	Style / Defendant	File Date	Type	Status
Test, Test	01/01/1999	Male	68-VB-1	Test, Test	10/26/2016	Crim/Traf Non-Mand	Open



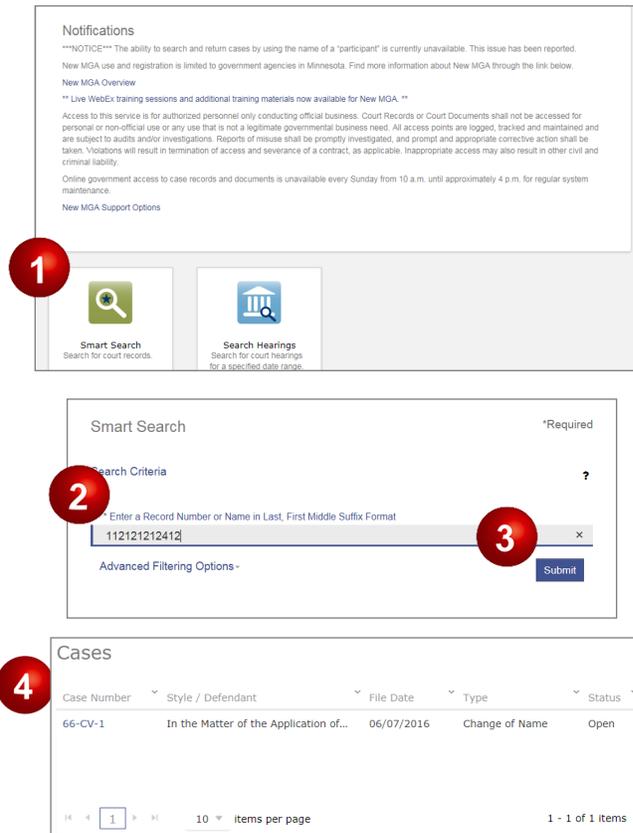
To narrow your search results, enter more party details, see the [QRG: Using the Advance Search in New MGA](#).

To Search by Case Number:

- Click **Smart Search**.
- Enter the **case number**.
- Click **Submit**.
- Click on the **case number** to view the Register of Actions (case information).



To go back to the Home Page, click on the **MN Government Access (MGA) icon** in the upper left corner.



Notifications

NOTICE The ability to search and return cases by using the name of a "participant" is currently unavailable. This issue has been reported. New MGA use and registration is limited to government agencies in Minnesota. Find more information about New MGA through the link below.

New MGA Overview

** Live WebEx training sessions and additional training materials now available for New MGA. **

Access to this service is for authorized personnel only conducting official business. Court Records or Court Documents shall not be accessed for personal or non-official use or any use that is not a legitimate governmental business need. All access points are logged, tracked and maintained and are subject to audits and/or investigations. Reports of misuse shall be promptly investigated, and prompt and appropriate corrective action shall be taken. Violations will result in termination of access and severance of a contract, as applicable. Inappropriate access may also result in other civil and criminal liability.

Online government access to case records and documents is unavailable every Sunday from 10 a.m. until approximately 4 p.m. for regular system maintenance.

New MGA Support Options

1. **Smart Search** Search for court records.

2. **Search Hearings** Search for court hearings for a specified date range.

Smart Search *Required

Search Criteria ?

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

112121212412 x

Advanced Filtering Options - Submit

4. **Cases**

Case Number	Style / Defendant	File Date	Type	Status
66-CV-1	In the Matter of the Application of...	06/07/2016	Change of Name	Open

1 - 1 of 1 Items