Quick Reference Guide

Using Advanced Filtering Options

Use the advance filtering options

1. Click **Smart Search** then enter the party name.
2. Click **Advanced Filtering Options**.
3. Select an option from the list in the upper right to go directly to that advanced filtering (search) option or scroll down to the advanced filtering option.
   a. **General Options** – Select to filter by county location.
   b. **Party Search Criteria** – Click into filter by date of birth and enter the date of birth.
   c. **Case Search Criteria** – Select to filter by case type.

It is recommended to use the advanced filtering options when searching by name to narrow your search results.
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4. Click Submit at the top or the bottom of the screen.

5. Click the case number to open and view the register of actions.

To go back to the Home Page, click on the MN Government Access (MGA) tab at the top.