Search by Name

1. Select the desired search type from the Last/Business Name Search Type drop-down list. Search types include exact, partial and “sounds like.”

2. Enter the desired name in the Last Name or Business Name of Guardian/Conservator field.

3. Press the Enter key or click outside the field. The Select a Guardian/Conservator drop-down list is now populated with search results.

4. Optionally. You can further narrow down your search results by selecting from the following fields:

   - **Case Numbers for Chosen Guardian/Conservator:** Specify to view guardians and conservators associated only with a specific case or cases. Default is all available case numbers related to the search.

   - **Role of a Guardian/Conservator:** Specify the role of the individual(s) specified in your search. Default is all roles.

   - **Judicial District:** Specify to view guardians and conservators only from specific district(s). Default is all districts.

   - **County:** Specify to view guardians and conservators only from a specific county or counties. Default is all counties.

   - **Active:** Default is to show active guardians and conservators from the search results.

   - **Inactive:** Default is to hide inactive guardians and conservators from the search results.
5. Click the Select a Guardian/Conservator drop-down list to select from your search results.
   - Scroll through the list to select your desired guardian(s)/conservator(s).

   OR

   - Check the (Select All) checkbox to display all results in the report.

6. Click the **View Report** button.

   **Note:**
   To perform a new search, click the **Clear Selection Parameters** button located at the top of the Guardian and Conservator Registry report you’ve just generated.
Search by Case Number

1. Enter the desired case number in the Case Number field. 
   Note that the case number should not include dashes.

2. Click the View Report button.

   Note:
   To perform a new search, click the Clear Selection Parameters button located at the
   top of the Guardian and Conservator Registry report you’ve just generated.

View Report

Once you perform a successful search, your results will resemble the following:
### Navigate Report

Use the report toolbar (pictured below) to assist in viewing and navigating the report results.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Actions drop-down list (contains the following):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Open with Report Builder:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Print:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Export:</strong> Save the report in a number of different formats, including Excel, Word and TIFF.</td>
</tr>
<tr>
<td></td>
<td><strong>Refresh</strong></td>
</tr>
<tr>
<td></td>
<td><strong>First Page</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Previous Page</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Next Page</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Last Page</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Search:</strong> Search the report for a specific word or term.</td>
</tr>
<tr>
<td></td>
<td><strong>Zoom</strong></td>
</tr>
</tbody>
</table>

[Image of the report toolbar]