

## **SECTION 4.0 QUERY**

### **4.1 Overview**

This main menu option allows users to search for case information by name or case number. Name fields are not case sensitive. Name searches can be for parties or attorneys. (See [Section 15.0 Party Name Guidelines](#).)

### **4.2 Search Guidelines**

The system requires a minimum of two characters (alphabetic or numeric) to begin a name search. A wildcard (\*) symbol may be placed either before or after the two known characters. Entry of the wildcard character before the two known characters will generate a very broad search result. The system will view the two known characters as a string and display any names which contain the string.

Alternatively, use of the wildcard symbol following the two known characters will generate a report containing only those names which begin with the two known characters. The addition of known characters will further limit the search results. If more than one name meets the search criteria, the user may select one name from the list and a list of cases that name appears in will be generated.

Query allows the user to view a variety of reports for individual cases, such as docket report, filers, or associated cases. Some options, such as “related transactions”, can be further refined with additional selection criteria.