

SECTION 11.0 Query

11.1 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 4.3](#) for Adding Parties and [Section 14.0 Conventions & Standards](#).)

11.2 Search Guidelines

The system requires a minimum of two characters (alphabetic or numeric) to begin a search. A wildcard (*) symbol may be used in place of a character before the two known or after the two known characters entered. 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 case/person meets the criteria, the user must select one from the generated list and then choose what data to view.

The Query report allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases. Some options, such as 'related transactions', are themselves queries with further selection criteria.

11.3 Information Sources

Case docket information sources are currently by date range (**Note: all date ranges are approximate**).

Access CM/ECF (with PACER interface) for pending civil cases and/or those civil cases filed since January, 2001. Best practice tip: Query CM/ECF first for any current civil case information.

Access WebPACER (looking at ICMS data) for criminal cases filed since 1990 and for civil cases filed from 1990 to the end of 2000.

View microfiche (looking at Courtran data) available at the court's intake counters for civil and criminal case information from 1979 to 1990.

View microfilm (paper docket sheet information) available at the court's intake counters for criminal information dated 1971 to approximately 1983 and civil case data from 1967 to approximately 1988.