

DOCUMENT SEARCH—*This search shows documents only! This search does not show hearing dates.*

You know the Case number and just want to see the documents on file:

If you want to see the documents in a particular case and you know the Matter ID (which is the case number), type the “Matter ID” in the box and click “Search”. This will bring up the public documents in the case that have been filed or any orders or decisions. The “Notes” section will help you to identify the documents. The “Date” identifies the date of filing or the date ordered or decided. The “Type” is just a category useful for the AHC.

Document Search to see all documents filed between certain dates:

To see all documents filed between certain dates, enter a “Start Date” and an “End Date”. If you only enter a “Start Date” the search will include documents through the date of your search.

Document Search to find documents of a particular type:

To find documents all of a particular type such as a “Complaint”, type “complaint” in the Event Notes field. This will search and pull up all documents that are a “Complaint”. Whatever description the AHC has given a document will appear in the “Notes”.

“Fuzzy Search”

If you are not sure of the spelling of a word and/or if you type a portion of a word, the fuzzy search will look for anything that is close to that spelling. For example, if you check “Fuzzy Search” and then type in the “Event Notes” the word “petition”, the search will bring up any document that has “Petition” or “Petitioner” in the notes.

MATTER SEARCH—*This search includes hearing dates but does not allow you to view documents filed. This search is limited to finding basic information about a case.*

You can search by Matter ID, Client Sort¹, or Description.

If you know the Matter ID (or case number) you can type that in the “Search For” and make sure that the Search contains Matter ID.

If you know the Party's FULL Name, you can search for the party's full name in the "Search For": and make sure that the Search by contains Description.

If you have a last name, but no first name, use "% name", or use the percentage sign for the information that you do not know, include a space and then search. For example, if you want to see all of the cases involving the Director of Revenue, use "% revenue" and search by description. That will find all cases involving the Director of Revenue.

DOCKET SEARCH -- Use to find out if a case is set for hearing or to see all cases that are set for a particular time period. This provides general case information and does not show documents.

Search by Matter ID: put the case number in the search and click "Search" and "List View". If the case is set for hearing, the information about the hearing date will be found.

Search by Area of Law: if you know the area of law, for example, a case involving the "Department of Insurance, Financial Institutions and Professional Registration", the abbreviation is "DIFP". If you choose that area of law, you can find all "DIFP" cases that are currently set for hearing.

Search by Start Date or End Date or Both: if you want to find all cases set on a particular date, you can enter that date in the "Start Date" and "End Date", and click "List View". You will see all cases set for that day.

If you want to see all cases set for a particular week, you can enter those dates and click "List View".

You may also use the "Calendar View" for all of these searches.