

## Case Search Portal Instructions

The public case search portal (also called ProLaw Workspace) is updated nightly. A document that is added to the portal will not be available for viewing until the following business day.

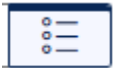
All members of the public use the same log-in name and password for the case search portal, provided below. Once you are logged in to the portal, you will see tabs for Dashboard and Matters at the very top on the left-hand side:

- Dashboard shows the most recent matters (cases) and documents viewed by anyone accessing the portal.
- If you click on Matters, you will see a "Sort by" drop-down menu on the right-hand side that allows you to refine your search by last modified, Matter ID (case number), Client (case name), Area of Law (DCI, DOH, DOR, etc.), and status (open, archived, etc.).

On the bottom right, you can also change the number of matters (cases) that you see on the page by changing it from 10 up to 100. You can either scroll from page to page or put a page number in the blank in front of the word 'Go' and it will go to that page.

To view information on a particular matter (case), click on the case name.

To view the list of documents filed in a case, click on "Documents." To sort the documents in chronological order, click on the following "List view" button:



To view a document, click on the following "Preview" button:



To download or preview a document, click on the following "Actions" button:



**Events tab** – You can click on the Events tab to view upcoming hearing dates. This information will be displayed under Upcoming Events.

**Details tab** – This tab shows the general information on the case, such as the case name, area of law, and the date the case was opened with the Administrative Hearing Commission.