Search Instructions & Tips

Search Tip: When performing a search, remember that the more information you put in the more narrow your search results.

- **Type:** Select the Verdict/Settlement Type(s) you want to search. To search one or more Types, hold down Ctrl and click your selections. To view all, do not make a selection.

- **Total Value:** You can either search Total Value by selecting a range or by quantifying an amount and selecting Less Than (<), Greater Than (>) or Equal To (=).
  - **Total Value Range:** To search all cases that range from $100,000 to $1,000,000.00 enter 100,000.00 in the Total Value Range "From $" field and 1,000,000.00 in the Total Value Range "To $" field.
  - **Total Value Amount:** To search all Verdicts/Settlements above $100,000.00 select Greater Than (>) and enter a Total Value Amount of 100,000.00.

- **Verdict Date Range:** You can select a date range by using the calendar function or by entering the date using the following format: mm/dd/yyyy. If you are looking for a case on a specific day, enter that date in both the "From" and "To" fields.

- **Type of Action:** Select the Type(s) of Action you want to search from the drop-down menu. To select more than one, hold down Ctrl and click your selections.

- **Court:** Select the court(s) you want to search from the drop-down menu. To search one or more courts, hold down Ctrl and click your selections.

- **Case Number:** If you'd like to view a specific case number, enter it in the text box. (Search Tip: If you're searching for a specific case number, leave all other fields blank.)

- **Plaintiff(s) and Defendant(s):** You can search for one or more plaintiffs and/or defendants by typing in the name; separate each name with a semi-colon. (Search Tip: When searching for a person's name, begin your search using last name only.)

- **Injuries Alleged:** Select the Injuries Alleged you want to search from the drop-down menu. To search one or more injuries, hold down Ctrl and click your selections.

- **Person Presiding:** Select the judge, mediator or arbitrator you want to search from the drop-down menu. To search one or more presiding persons, hold down Ctrl and click your selections.

- **Attorney:** To search for an attorney by name, enter the First Name, Middle Initial, Last Name, and/or Name Suffix. (Search Tip: Begin your search using the Last Name only.)

- **Insurance Carrier:** Enter the name of the insurance carrier you want to search for. (Search Tip: Keep in mind, search results are based on the exact text you type. If you're searching for AIG, try AIG. If nothing comes up, try searching American International Group.)

- **Expert:** To search for an expert by name, enter the First Name, Middle Initial, Last Name, Name Suffix and/or Title. (Search Tip: Begin your search using the Last Name only.)

- **Case Description Keywords:** To narrow your search by a keyword, type the keyword(s) into the text box. To search more than one keyword at one time, separate each keyword with a semi-colon. (For example: If you want to narrow your search to skull fractures, type "skull fracture" in the text box. If you want to narrow your search to skull fractures and concussion, type "skull fracture; concussion" in the text box.) Before submitting your search, you can select how you want the results to be displayed. Select the field you want to sort by; then select Ascending or Descending.