

- There are 4 primary search criteria: Party Name, Case Reference, Case Year, and Case Number
 - Party Name - You can enter either a name or case reference number in this textbox, however, you should only enter EITHER a name or case reference number and NOT both at the same time. If you enter a value here, you are not required to enter a Case Number or Case Year.
 - Case Reference - You can enter either a case reference number or name in this textbox, however, you should only enter EITHER a name or case reference number and NOT both at the same time. If you enter a value here, you do not need to enter a Case Number or Case Year.
 - Case Year - See example case number further below, this would typically be the year that the case was originally filed in. If you enter a value here, you are not required to enter a Party Name or Case Number.
 - Case Number - See example case number further below, this would be the final numeric portion of the formatted case number. If you enter a value here, you are not required to enter a Party Name or Case Year.
- Entering first and last name in full works best, while leaving the checkbox for “Match all search terms” checked. Avoid using partial first names (i.e. Vic Andrews) if you’re searching for Victoria Andrews.
- If you have a specific case reference (typically used for older cases from a county’s previous court record system), you can enter that rather than a name. However, you could also search by name then use the filter box available to look for the case reference.
- If you have specific case number information from the court office’s record system, you can enter that as well in the designated fields.
 - If you have a formatted case number (i.e. 99GS1-2023-CR-12345), only the numeric portion after the last hyphen should be entered in the case number field.
 - If the case identifier you have is not similar in layout to the example formatted case number above, you probably have a case reference and that would be entered in the Party Name / Case Reference textbox.
- Search criteria is compounding, meaning that if you search for a name AND you enter a case year or case number, the search will only provide results that match all the entered criteria.
- Column headers in the search results can be clicked to sort the search results based on the values in that column. The first click will sort ascending, the second click will sort descending.
- The maximum number of returned records for any search will be 2500 rows.
- Only the first ten words of any given search query will be given consideration. This applies only to the Party Name / Case Reference textbox criteria entered. Case number and case year are excluded from this as they are filters. The options represented by checkboxes are also excluded from this 10 term limit as they are also filters.
- Search query terms are normalized by removing non-spacing marks and changing all letters to lower-case.
- Phrase search - If you enclose search terms in double quotes (“”), the search will only return documents containing those terms in the order they were given. Phrase searches are case-insensitive and ignore soft separators such as hyphens, commas, and colons. Using a hard separator within a phrase search effectively splits it into multiple separate phrase searches: "George.Smith" will return the same results as "George" "Smith".
- The checkbox for “Match all search terms” determines the type of matching strategy used by the search. When checked, it will look for records that match all the terms entered. If there are not enough records to fill all of the search results (2500 records), it will remove one query term at a time, starting from the end of the query and add those matches to the search results as well.

- Typo tolerance - By default, the search accepts one typo for query terms containing five or more characters, and up to two typos if the term is at least nine characters long. For example, if your search criteria contains Rebecca, searching for Rebeca or Rebacca will match Rebecca. But Jon won't match John as it's less than 5 characters. For a name like Washington, entering Washongten would still match Washington as it is at least nine characters long so two typos are allowed.
- The "Filter" textbox will match the physical text shown on the search list and will automatically filter against every column visible. The value entered in the filter textbox is treated as a literal and, as such, does not support phrase search or typo tolerance. The list will be filtered in real-time as criteria is entered in the filter textbox.