

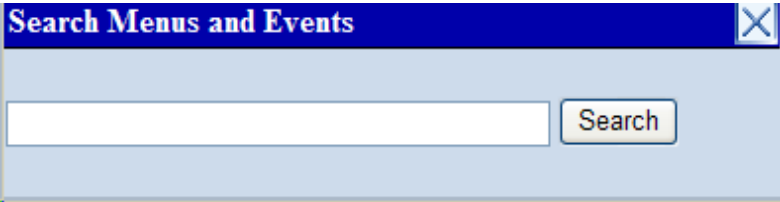
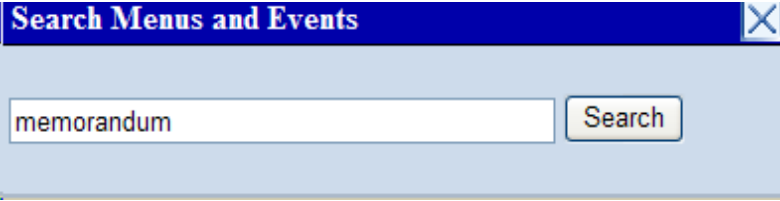
Using the Search Feature

Introduction

The **Search** feature in CM/ECF allows the user to find an event without having to search through each category. The **Search** feature also provides a shortcut to docketing, by bypassing the **Civil** or **Criminal** selections on the menu bar once the event has been selected.

How to Use the Search Feature

Take the following steps to use the **Search** feature:

Step	Action
1.	Click on the word Search on the main blue menu bar
2.	Type in part of the name of the event that you are searching and then click the Search button 
3.	For example, for filing a memorandum in support , type the word <i>memorandum</i> in the white box. 

<p>4.</p>	<p>CM/ECF will search and pull up every event with the word memorandum in it</p> <p>Civil Events → Responses and Replies</p> <p>Memorandum in Opposition Memorandum in Support</p> <p>Civil Events → Sealed and Ex Parte Events</p> <p>PROPOSED SEALED Memorandum in Support</p> <p>Criminal Events → Other Documents</p> <p>Objection to Memorandum and Recommendations Pretrial Memorandum Response to Objection to Memorandum and Recommendations SEALED Memorandum in Support Sentencing Memorandum (NOT SEALED)</p>
<p>5.</p>	<p>The filer can start the docketing process by clicking on a selected event.</p>