This feature located at the top of the menu bar allows you to search Menus and Filing Events by using key words.

Note: You can still access menu items by simply clicking on the menu title.

- **Menus and Filing Events**

  Click Search on the main blue menu bar. A small pop-up window appears for entering the text to be searched and it is not case sensitive.

  Once you enter text in the search box and click the magnifying-glass icon (or press the Enter key) the results are displayed on the screen, with the search string characters highlighted.

  The results will show all entries with those words as hyperlinks and which Menus they are located under so you can go directly to it.
Docket Event Search

Docketing events are now searchable by using the search feature within a particular Menu while filing, making it easier to find the proper ECF event to docket a pleading. For example, if you are filing a motion and you must choose from a long list of events it is no longer necessary to scroll through the list to find the desired event. A text box is provided above the list:

By entering some word fragments from the event description (e.g., sanction), a full list will be displayed of those events that match:

Clicking on an event from the Available Events moves the event over to the Selected Events box on the right.

You may also select multiple events by holding the Ctrl key and clicking each event. The events you have chosen will display on the right in the “Selected Events” box.

If you want to remove any event that has already been selected, simply click on the event in the right side column.

Note: Only letters and numbers are searched; other characters (e.g. -, /, “-“) are ignored.

➢ When a docket event allows you to enter multiple case numbers (e.g. Batch Filings and Multi-Case Docketing) and you paste in a case list (with Ctrl-V), the individual case numbers are now automatically entered into separate boxes.