Search Features in ECF

To aid in your search for proper event codes in ECF, the **Search** function is available. The steps below will explain how best to use the **Search** function.

Step 1   Click the <u>Search</u> link on the CM/ECF Main Menu for **Search** assistance. (See Figure 1)

Figure 1

Step 2   The **Search Menus and Events** box appears. (See Figure 2)

Figure 2

◆   Enter the search clue in the **Search Menus and Events** box. (See Figure 2a)
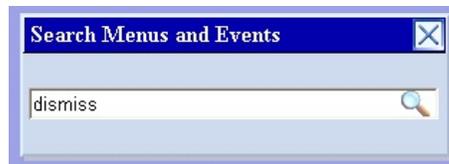
Figure 2a

- Simple one-word search clues are recommended.
- Action words such as "dismiss, convert, amend, avoid and stay" will bring better results than non-action words such as "motion" or "application".
- If more than one word is searched, a "No Matches were found" message will appear. A multi-word search such as "motion to dismiss" will return nothing but a "No matches were found" message.

◆   Click the magnifying glass or press the **Enter** key to begin the search.

Step 3   The **Search results for '_____'** will display. (See Figure 3)
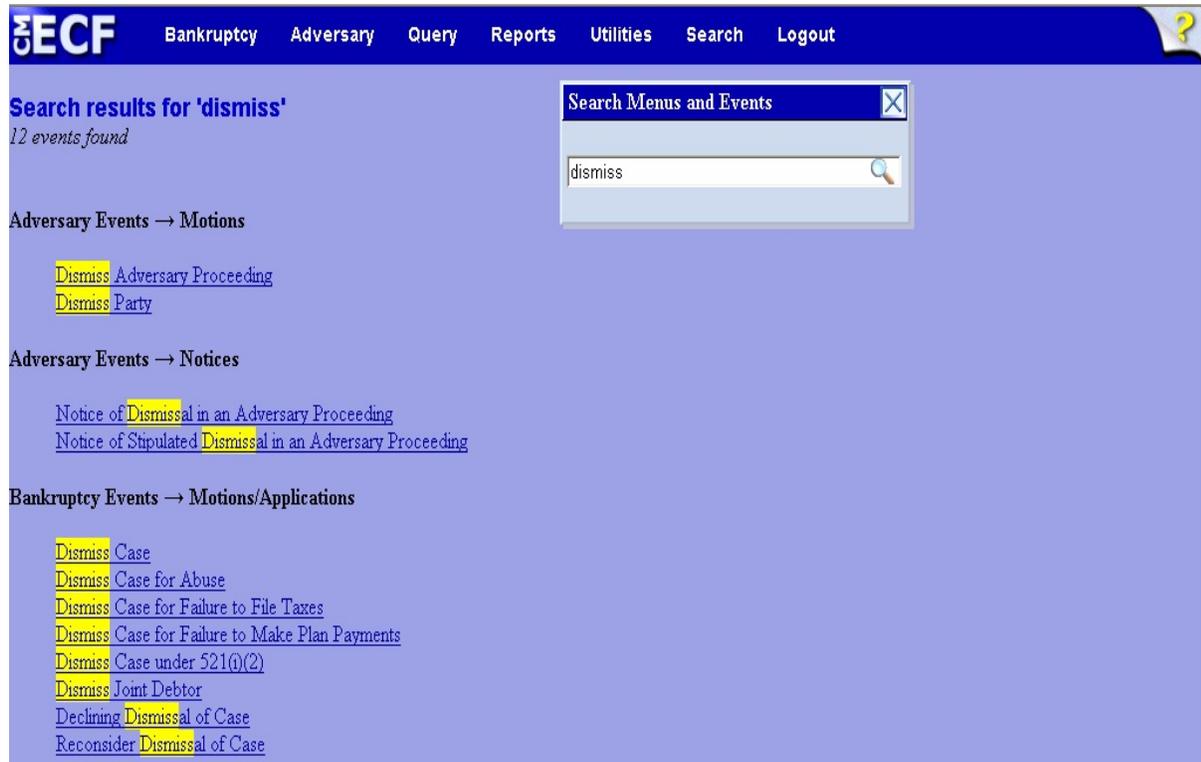
Figure 3

◆   All events that include the word "Dismiss" display as a link under the respective main menu categories. In this example, "dismiss" can be found in the following categories:

•   Adversary Events - Motions
•   Adversary Events - Notices
•   Bankruptcy Events - Motions/Applications

◆   To access the proper event code, click the link provided. Be careful to choose the proper event from the proper category. Some event codes can be found in more than one category – for instance, "Stay" can be found in both Adversary and Bankruptcy categories.

•   If the search did not find the event you were looking for, enter a different action word and search again.

◆   Follow the subsequent screens to complete the filing.