Search Menus and Events in CM/ECF

May 14, 2020

A search feature located on the main menu in CM/ECF assists users to quickly find the correct docket event for filing PDF documents.

To use the Menu and Event Search, click **Search** on the main menu bar. A small pop-up window appears for entering the text to be searched.

Once the user enters text such as a key word in the search box and clicks the magnifying-glass icon (or presses the Enter key) the results are displayed on the screen, with the search string characters highlighted:

The example above shows the available docket events after typing in the word, "application." The filer can click any of the docket events listed on the results screen to begin filing the PDF document.

Each item is a link to the corresponding menu item or event, so the user can go directly to it. Only letters and numbers are searched; other characters are ignored. For example, if the user enters **judge-trustee** in the search field, **Judge/Trustee** appears in the results since "-" and "/" are not considered.