



# Searching for a Case (Advanced Search)

➤ This reference guide can be used to locate and open a case when the case file number is not known.

## 1. Access the Guardian Case Search screen

In the Find a Case area of your Dashboard, click the *Advanced Search* link.

## 3. Enter the search criteria

Enter the information you have available for the search.

**Tip** Depending on the **Search Type** selected, some fields may be required.

**Tip** Try searching with less criteria to begin with. If too many results are returned, add additional criteria to narrow the search.

## 2. Select the Search Type

On the Guardian Case Search screen, search criteria fields display based on the type selected.

## 4. Click SEARCH

**Tip** If the search does not return the case you are looking for, repeat Steps 3 – 4 using different information for the search.

## 5. (Optional) Choose the case to open

If the correct case is returned in your results, click the View Case Details icon that appears to the right of that case.

Case File Number	Incapacitated Person	Filing Date	Participants	Roles	Details
OC-1011-2018	Dunmoore, Betty	09/06/20		Incapacitated Person	
7777-2018	Dunmoore, Betty	03/01/20		Incapacitated Person	