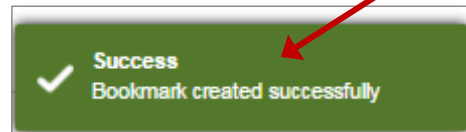
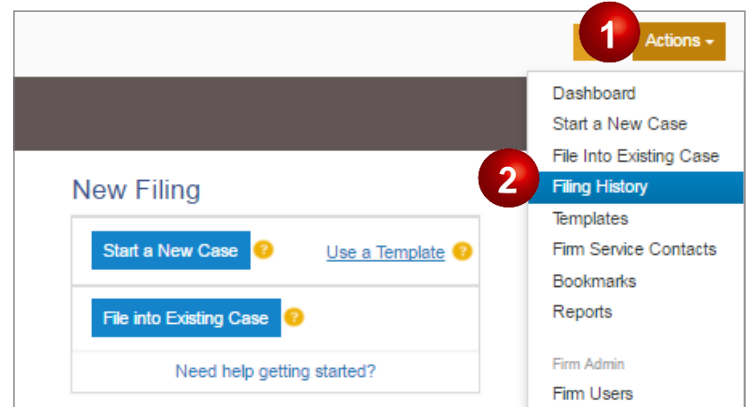


Bookmark a case

1. From the Filer Dashboard, click **Actions**.
2. Select **Filing History**.
3. Locate the case and click **Actions**.
4. Select **Bookmark This Case**. A Bookmark created Successfully message will appear.



Access bookmark options

1. From the Filer Dashboard, click **Actions**.
2. Select **Bookmarks**.
3. Click **Actions** and select the desired option:
 - a. **File Into Case**
 - b. **View Service Contacts**
 - c. **Remove Bookmarks**



To search for a bookmarked case, enter the case number in the search field.

