

Searching for Documents in MCRO



1. Click on the **Document Search** tab.
2. Type in the complete case number in the **Enter Case Number** field. Incomplete case numbers will result in an error message.

i Case numbers may be entered with or without dashes or leading zeros.

3. Click **Find Documents**. Case details and available documents will display.
4. To print the list of available documents, click **Print**.
5. To view or download a document, click on **View Document**.
6. Open the document:
 - a. In Internet Explorer, a prompt will appear at the bottom of the screen; click **Open** or **Save**, as desired.
 - b. In Chrome, the document will appear at the bottom of the browser window; click the filename to open it.
7. To clear the search results, click **Clear**.
8. To return to the MCRO Home page, click **MCRO Home**.

The screenshot shows the MCRO Document Search page. At the top, there is a navigation bar with 'MCRO Home' and 'Document Search' (callout 1). Below this is the 'Document Search' section with an input field for 'Enter Case Number' (callout 2), a 'Find Documents' button (callout 3), and a 'Clear' button (callout 7). A 'Print' button (callout 4) is located to the right. Below the search section is a 'Case Details' section and a 'Documents Available Online' section. The 'Documents Available Online' section contains a table with three rows of search results, each with a 'View Document' button (callout 5). At the bottom of the page, a browser download prompt (callout 6) is visible, and a callout 'b' points to the filename 'MCRO_99-CV-99-....pdf' in the download bar.