

Quick Reference Guide – Searching for Documents in Minnesota Court Records Online (MCRO)

Search for Documents

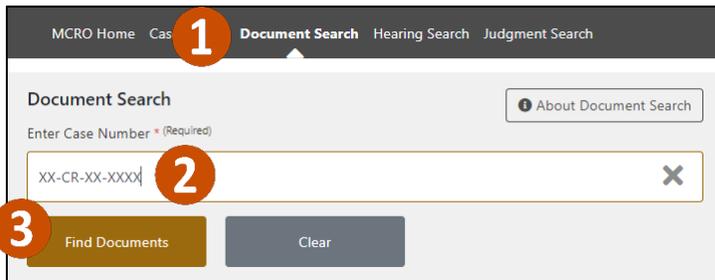
Use the Document Search tab to search for documents related to a case.

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.



Case numbers may be entered with or without dashes or leading zeros. Do not use spaces.

3. Click **Find Documents**.



MCRO Home Cas **1** Document Search Hearing Search Judgment Search

Document Search [About Document Search](#)

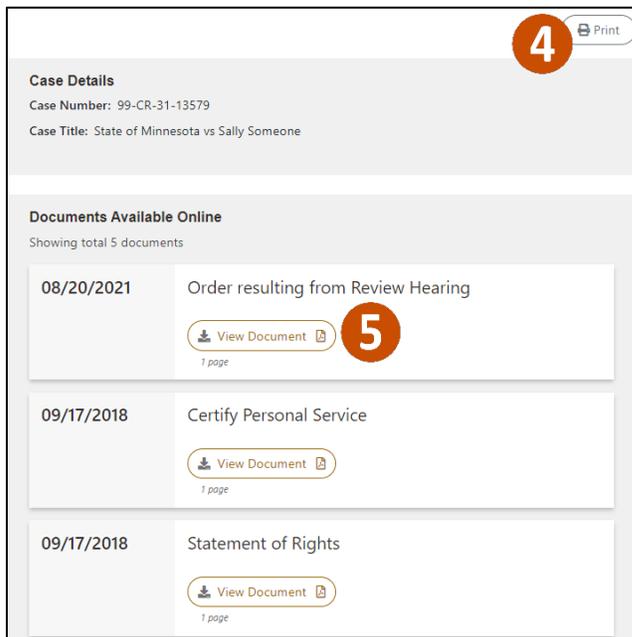
Enter Case Number * (Required)

XX-CR-XX-XXXX **2** X

3 Find Documents Clear

Case details and available documents will display on the screen in reverse chronological order (most recent first).

4. To print the list of available documents, click **Print**.
5. To view or download a document, click on **View Document**.



4 Print

Case Details

Case Number: 99-CR-31-13579

Case Title: State of Minnesota vs Sally Someone

Documents Available Online

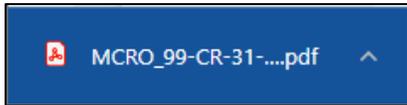
Showing total 5 documents

08/20/2021	Order resulting from Review Hearing	5 View Document 
09/17/2018	Certify Personal Service	View Document 
09/17/2018	Statement of Rights	View Document 

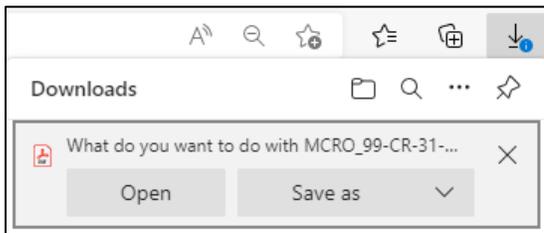
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6. Open the document:

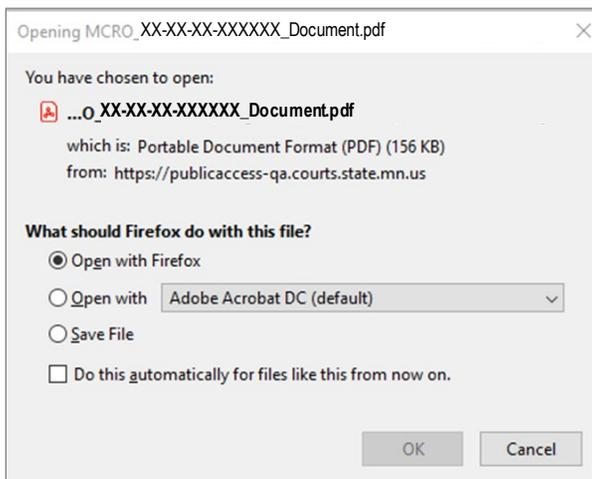
- a. In Chrome, the document will appear at the bottom of the browser window; click the filename to open it.



- b. In Edge, the document will appear at the top right of the browser window; click **Open**.



- c. In Firefox, a dialog window will appear in front of the browser window; click **OK** to open with Firefox or select another available option and click **OK**.



7. To clear the search results, click **Clear**.

8. To return to the MCRO Home page, click **MCRO Home** from the top menu bar.

