

## 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	Document Search	Hearing Search	Judgment Search
Document Search Enter Case Number * (Required)			About Document Search
xx-cr-xx-xxxx 2			×
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**.

Case Details		4
Case Number: 99-CR-3	31-13579	
Case Title: State of Mir	inesota vs Sally Someone	
Documents Availab Showing total 5 docum	le Online ents	
08/20/2021	Order resulting from Review Hearing	
09/17/2018	Certify Personal Service	
09/17/2018	Statement of Rights	

## MINNESOTA JUDICIAL BRANCH

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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**.

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	Open			Save	as		$\sim$	

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**.

Opening MCRO_XX	X-XX-XX-XXXXXX_Document.pdf	×	
You have chosen t	o open:		
🔒0_XX-XX-)	X-XXXXXX_Document.pdf		
which is: Po	rtable Document Format (PDF) (156 KB)		
from: https://	//publicaccess-qa.courts.state.mn.us		
What should Fire	fox do with this file?		
Open with P	irerox		
Open with	Adobe Acrobat DC (default) ~		
○ <u>S</u> ave File			
Do this auto	omatically for files like this from now on.		
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	OK	ancel	
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- 7. To clear the search results, click **Clear**.
- 8. To return to the MCRO Home page, click **MCRO Home** from the top menu bar.

